10. Direct the preparation of Control Input Transactions for mainframe program execution as required.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. OH 4-1 Combat Service Support Operations
4. UM 4400-120 Asset Tracking for Logistics Supply System Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information system.

3010-ISSO-2004: Manage supporting files maintenance/updates

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given automated supply system supporting mainframe files, maintenance/updates, access to an automated system with mainframe connectivity, and the references.

STANDARD: To ensure mainframe files are properly managed.

PERFORMANCE STEPS:
1. Review the references.
2. Monitor maintenance of supporting automated supply support files.
3. Monitor maintenance of the Supply Source Code File (SSCF).
4. Monitor maintenance of the Activity Information Table (AIT).
5. Monitor maintenance of the Department of Defense Activity Address Directory (DODAAD).
6. Monitor maintenance of the Job Order Number File (JONF).
7. Monitor maintenance of all the Non-System Information File (NSIF)

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

<u>3010-ISSO-2005</u>: Manage Class III programs

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>MOS PERFORMING</u>: 3010

<u>GRADES</u>: WO-1, CWO-2, CWO-3, CWO-4

<u>INITIAL TRAINING SETTING</u>: MOJT

<u>CONDITION</u>: Given access to an automated system with mainframe connectivity, system access, local procedures, and the references.

<u>STANDARD</u>: To assist Supply Support Operations develop, catalog, and publish associated programs.

<u>PERFORMANCE STEPS</u>:
1. Develop basic program specifications.
2. Validate NATURAL language code and associate Job Control Language (JCL).
3. Monitor publication of a local program catalog.

<u>REFERENCES</u>:
1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

<u>MISCELLANEOUS</u>:

   <u>ADMINISTRATIVE INSTRUCTIONS</u>: Basic NATURAL software training is provided by civilian trained personnel at local Defense Database Management Activities.

<u>3010-ISSO-2006</u>: Monitor functional security of systems

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>MOS PERFORMING</u>: 3010

<u>GRADES</u>: WO-1, CWO-2, CWO-3, CWO-4

<u>INITIAL TRAINING SETTING</u>: MOJT

<u>CONDITION</u>: Given delegated authority as Functional Manager of the Operations Section, system access, access to an automated system with mainframe connectivity, and the references.

<u>STANDARD</u>: To ensure security and integrity of user access to databases.

<u>PERFORMANCE STEPS</u>:
1. Develop policies for database access, programming libraries, NATURAL, and VSAM files access authority.
2. Reconcile security files with current personnel population.
3. Monitor execution of established security policies/procedures.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information
  System.

3010-ISSO-2007: Coordinate ATLASS functions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with mainframe connectivity,
mainframe access, system access, Terminal Security Officer (TSO) file transfer
authority, local procedures, and the references.

STANDARD: To ensure ATLASS files are accurate and that the SASSY/ATLASS file
match.

PERFORMANCE STEPS:
1. Validate Activity Information Table (AIT) updates for ATLASS units.
2. Monitor distribution of SASSY files for unit ATLASS processing.
3. Monitor distribution of daily supply status.
4. Provide files for SASSY/ATLASS reconciliations

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information
  System.

3010-ISSO-2008: Manage customer service functions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with connectivity, and the references.

STANDARD: Providing supply sections customer support on a daily basis.

PERFORMANCE STEPS:
1. Monitor proof of delivery (POD) requests.
2. Monitor technical research section.
3. Schedule using unit reconciliations with the intermediate supply support activity.
4. Troubleshoot system problems associated with unit requests.
5. Produce and distribute procedural/information notices.
6. Monitor the MOV/BOV process.
7. Manage the processing of requests for local TAMCN/NSN.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSU-2001: Manage the Deployment Support Unit (DSU)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given assignment to the Deployed Support Unit of the Intermediate Supply Support Activity, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring accurate and timely supply support to deployed units.

PERFORMANCE STEPS:
1. Conduct inventory management procedures.
2. Verify that generator packages are run to meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile generator package listings with the supported unit.
4. Verify that operating stock and secondary reparable blocks are issued.
5. Verify resupply of operating stock and secondary reparable blocks.
6. Expedite resupply to deployed units as required.
7. Verify operating stock and secondary reparable blocks issued to RO are turned in.
8. Make appropriate file adjustments.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2001: Direct intermediate Stock Control operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an assignment as a stock control manager, files and records, access to an automated system with applicable software and internet connectivity, automated warehousing system, and the references.

STANDARD: Meeting customer requirements in a timely manner.

PERFORMANCE STEPS:
1. Monitor customer demand requirements.
2. Review management files and records.
3. Establish pertinent requisitioning objectives (RO) and reorder points (ROP).
4. Direct the appropriate stock control functions.
5. Verify customer requirements are satisfied.
6. Monitor stock control functions.
7. Periodically review established requisitioning objectives and reorder points.
8. Maintain Issue Control Section.
9. Periodically execute the Item Review Process.
10. Identify ROs that exceed the Economic Retention Quantity (ERQ).
11. Execute Materials Return Program (MRP) as required.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.76 DSSC Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated information System.

3010-ISTC-2002: Direct the buy review

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to replenish operating stocks, stock management files/records, fiscal guidance, and access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Meeting authorized stockage parameters.

PERFORMANCE STEPS:
1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.
4. Direct appropriate buy review action.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2003: Manage commercial item procurement

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring commercial requirements are met.

PERFORMANCE STEPS:
1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.
3. Direct procurement of commercial items.

4. Monitor the procurement process.
5. Maintain supporting documentation.

REFERENCES:
1. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information
  System.

3010-ISTC-2004: Manage requirements determination

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a General Account Stock Control Section, Item Review process
output, Buy Review process output, local procedures, and the references.

STANDARD: To maintain integrity of the Buy Review process.

PERFORMANCE STEPS:
1. Review the references.
2. Review the Requisitioning Objective Recomputation policies and processes.
3. Manage buy requirements to maintain stockage levels.
4. Determine stockage levels and maintenance.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information
  System.

3010-ISTC-2005: Manage Materials Return Program

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a General Account Balance File (GABF), excesses on the Excess Retention Quantity (ERQ) listing, and the references.

STANDARD: Ensuring identified on-hand materials are processed via the MRP.

PERFORMANCE STEPS:
1.   Identify materials that would be subject to the MRP.
2.   Manage excess determination processes.
3.   Manage transaction input.
4.   Monitor status/exception process sequence.
5.   Review existing requirements prior to rollback of excess materiel.

REFERENCES:
1.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2.   UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2006:   Manage an intermediate level Initial Issue Provisioning (IIP)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to manage Initial Issue Provisioning Stocks (IIP) at the intermediate level, pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Processing all due-in quantities, receipts, and releases of IIP stock.

PERFORMANCE STEPS:
1.   Direct the establishment of reparable and/or consumable IIP accounts for each active project code.
2.   Ensure assets are protected from excess redistribution and/or property disposal action for two years after IIP projects are released.
3.   Process IIP data information when notification is received in a timely manner.
4.   Monitor the transmission of Document Identified Code (BP3) reporting on all provisioning projects not yet released to LOGCOM (P831).
5.   Direct IIP release procedures.

REFERENCES:
1.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2.   UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information
   System.

3010-ISTC-2007:   Monitor General Account Balance File (GABF)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the GABF, General Account Balance Analysis Report, Exception
Reports, Edit Error Reports, Recycle Transaction Listings, and the references.

STANDARD: To maintain effective supply support to the consumer level
accounts.

PERFORMANCE STEPS:
1.   Manage requisitioning walk-thru management policies and procedures.
2.   Direct submission of balance adjustments.
3.   Validate Money Value Gain/Loss (MVGL) Notices.
4.   Monitor exception, recycle, and edit error processing.
5.   Review Requirement Code/Operations Code Assignment.

REFERENCES:
1.   Local SOP Local Standard Operating Procedures
2.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3.   UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information
   System.

3010-ISTC-2008:   Monitor replenishment stock requisitions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requisition management reports, Unit Performance Report, Exception Reports and the references.

STANDARD: Ensuring current status and expeditious fill of requisitions.

PERFORMANCE STEPS:
1. Supervise the execution of procedures for processing a daily cycle output: Exceptions, edit errors, recycle transaction list, AO/A3 listings, daily history.
2. Monitor transaction status for validity.
3. Direct Backorder Validation (BOV) with source of supply.
4. Manage out-sourcing of material requirements.
5. Monitor reject file management.
6. Verify Supply Discrepancy Report (SDR) submission.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2009: Manage Marine Corps War Reserve Material

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to compute and manage Marine Corps War Reserve requirements and the references.

STANDARD: Supporting Marine Corps contingency plans.

PERFORMANCE STEPS:
1. Compute War Reserve requirements for required classes of supply.
2. Direct management control over storage, maintenance, and care-of-supplies-in-storage (COSIS).

REFERENCES:
1. MCO P4400.39 War Reserve Material Policy Manual
2. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2001: Direct intermediate storage operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, storage aids, material handling equipment (MHE), divergent classes of supply, warehouse automated support system, administration of material management programs, and the references.

STANDARD: Ensuring materiel is maintained in a serviceable and ready for issue condition.

PERFORMANCE STEPS:
1. Validate location surveys.
2. Maintain a physical security program.
3. Manage warehouse automated support systems.
4. Manage preparation for embarkation of supplies.
5. Manage preparation of War Reserve stocks for embarkation, as required.
6. Maintain effective space utilization within storage facilities.
7. Manage the physical inventory process.
8. Take corrective action on stock denials.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2002: Monitor quality control

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, quality control functions, and the references.

STANDARD: Ensuring proper management of intermediate storage operations.

PERFORMANCE STEPS:
1. Direct location management.
2. Direct location surveys.
3. Direct location statistical sampling.
4. Manage location pending deck management.
5. Direct Daily Transaction Listing (DTL) management.
6. Direct management of automated warehouse support systems.
7. Manage technical research.
8. Analyze stock denials.
9. Direct Freeze Listing management.
10. Validate required Class III program requirements.
11. Direct Preservation, Packaging, and Packing.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. Local SOP Local Standard Operating Procedures
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with Internet capability and Automated Information System.

3010-ISTR-2003: Monitor intermediate storage material management programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, and the references.

STANDARD: Ensuring the materiel management programs for the intermediate storage operations are properly managed.

PERFORMANCE STEPS:
1. Manage the care-of-supplies-in-storage (COSIS) program.
2. Direct the shelf-life program
3. Direct the electronic static discharge program.
4. Direct the storage of security cage items.
5. Direct the remark program.
6. Manage the packaging, processing, and preservation of assets.
7. Monitor the physical security program.
8. Direct the radiological control program.
9. Direct the warehouse safety program.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. MCO P4450.7_ Marine Corps Warehousing Manual
5. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
6. UM 4400-123 FMF SASSY Management Unit Procedures
7. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2004: Monitor intermediate storage stockage document control

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD: Ensuring the proper handling of documentation.

PERFORMANCE STEPS:
1. Direct Material Release Order (MRO) management.
2. Manage transactions.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2005: Monitor intermediate storage shipping and receiving

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, various types of material Handling Equipment (MHE), document control functions, and the references.

STANDARD: Managing the shipping and receiving of assets.

PERFORMANCE STEPS:
1. Direct Reported Unit Code (RUC) line management.
2. Direct turn-ins to the appropriate disposal program.
3. Direct shipment of assets in support of the Material Returns Program
4. Direct the shipment of assets via the MAGTF Distribution Center (MDC).
5. Direct Hazardous Material control certification.
6. Manage the research of short shipments and frustrated shipments.
7. Monitor the direct delivery distribution system to the support unit.
8. Manage Proof of Delivery (POD) control.
9. Direct location determination.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. MCO P5090.2A Environmental Compliance and Protection Manual (Jul 98)
5. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2006: Monitor intermediate storage inventory control

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, and various types of material handling equipment (MHE), inventory control functions, and the references.

STANDARD: Ensuring accountability of assets IAW MCO P4400.151.

PERFORMANCE STEPS:
1. Monitor inventory determination.

2. Monitor inventory scheduling.
3. Monitor inventory preparation.
4. Monitor Class I/III mainframe inventory report/master requirement.
5. Direct inventory control point management.
6. Monitor suspected high dollar controlled item adjustments.
7. Manage spot inventory management.
8. Monitor post inventory statistical sampling.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2001: Manage permanent issue of special allowance equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given authorized on hand stocks, eligible members, local issue/receipt forms, and the references.

STANDARD: Ensuring proper accountability of all equipment authorized as permanent issue for individual end use.

PERFORMANCE STEPS:
1. Prior to issue have the unit Administrative Officer review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification from the unit Administrative Officer verifying that no previous issues of equipment had been conducted for the subject personnel.
3. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
4. Provide a copy of the receipt to the unit Administration Officer requesting that the issue be recorded in the recipient's OQR/SRB.
5. Obtain Administrative Officer's certification that required entries have been made in the OQR/SRB.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO 5000.14 Marine Corps Administrative Procedures (MCAP)
3. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

 EQUIPMENT: Computer with internet capability and Automated Information
 System.

3010-MISC-2002: Manage individual clothing records

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to obtain and record a Marine Corps funded
clothing issue, NAVMC 604/604B, NAVMC 631/631A, and the references.

STANDARD: Ensuring individual clothing is requisitioned, issued and recorded.

PERFORMANCE STEPS:
1. Validate requirement.
2. Validate allowance quantities.
3. Verify NAVMC 604/604B requisitions are submitted to appropriate sources.
4. Verify NAVMC 631/631As are prepared.
5. Verify eligible member's acknowledgement signature is obtained upon
    receipt.
6. Verify that a copy of the receipt is provided to the unit administration
    Office.
7. Manage all other special and supplemental uniform issues as applicable.
8. Conduct Reserve clothing issues as applicable.
9. Ensure inventory of Reserve clothing is conducted.
10. Certify completion of the NAVMC 631/631A as required.
11. Ensure recovery of clothing as required.
12. Conduct periodic reviews.

REFERENCES:
1. MCBUL 10120 Clothing Allowance for Enlisted Personnel

SUPPORT REQUIREMENTS:

 EQUIPMENT: Computer with internet capability and Automated Information
 System.

3010-MISC-2003: Manage the Publication Library (PL) for the unit supply
section

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Publication Library, PLMS, access to an automated system with applicable software/hardware and internet connectivity, and the references.

STANDARD: Ensuring required publications are on hand or on order.

PERFORMANCE STEPS:
1. Direct a review of the Publication Library as required.
2. Verify results of the Publication Library review.
3. Direct the order of missing publications.
4. Review pending requisitions.
5. Initiate corrective action with unit publication Distribution Control Point (DCP).
6. Resubmit requisition denials to resolve discrepancies.
7. Verify corrective action is accomplished.
8. Conduct periodic reviews per current directives.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO 5000.14 Marine Corps Administrative Procedures (MCAP)
3. MCO P5600.31_ Marine Corps Publication and Printing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2004: Establish supply MOS sustainment training

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel training records, training schedules, access to an automated system with applicable software, and the references.

STANDARD: To ensure personnel sustain appropriate skill levels through occupational training and the training is recorded.

PERFORMANCE STEPS:
1. Review the references.
2. Ascertain technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS though reviewing the OccFld 30XX Ground Supply T&R Manual
4. Develop and submit a training plan.

5. Develop required training materials (lesson handouts, practical application exercises, computer based training, etc).
6. Ensure sustainment training is conducted using published training standards.
7. Encourage use of self-directed study and assist in providing tutorial resources.

REFERENCES:
1. MCO 1510.34 Individual Training Standards System
2. MCO 1510.73 Individual Training Standards for OccField 30XX
3. MCO 1553.3A Unit Training Management (UTM)
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCRP 3-0A Unit Training Management Guide
6. MCRP 3-0B How to Conduct Training
7. NAVMC 1553.1 Systems Approach to Training Users Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2005: Prepare Certificate of Relief/Endorsement

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an existing 5-year file, personnel status, Table of Organization and Equipment (TO/E), financial status, project status, inspection results, notice of upcoming inspections, personal assessment regarding status of account, access to an automated system with applicable software, and the references.

STANDARD: Ensuring all required elements are included and addressed in the Certificate of Relief/Endorsement.

PERFORMANCE STEPS:
1. Compile the necessary information required.
2. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply related matters.
3. Prepare the Certificate of Relief and/or Endorsement.
4. Verify the accuracy of the outgoing Supply Officer's or Commanding Officers Certificate of Relief.
5. Prepare an endorsement addressing the outgoing Supply Officer's Certificate of Relief.
6. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
7. Ensure a copy of the letter is filed in the 5-year file.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. SECNAVINST 5216.5 Naval Correspondence Manual
4. SECNAVINST M-5210.1 Records Management Manual
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2006: Manage letters of appointment and revocation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to existing letters of appointment and revocation, 5-year file, access to an automated system with applicable software, and the references.

STANDARD: Ensuring all required letters are maintained.

PERFORMANCE STEPS:
1. Ensure letters of appointment and revocation are drafted as required.
2. Identify discrepancies.
3. Initiate corrective action to resolve the discrepancies.
4. Verify the corrective action is accomplished.
5. Conduct periodic internal review per current directives.
6. Maintain letter in the five-year file.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. SECNAVINST M-5210.1 Records Management Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2007: Maintain audit and verification reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given audit and verification results documentation, 5 year file, and the references.

STANDARD: Ensuring the audit and verification report discrepancies are corrected and the report is maintained on file.

PERFORMANCE STEPS:
1. Identify any discrepancies in the Audit and Verification report.
2. Initiate corrective action to resolve and discrepancies.
3. Verify the corrective action is completed.
4. Maintain results in the 5 year file.
5. Conduct periodic internal reviews.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. SECNAVINST M-5210.1 Records Management Manual
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2008: Manage processing of missing/lost/stolen/recovered (MLSR) reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a situation involving missing, lost, stolen, or recovered government property, access to an automated system with applicable software, Naval Message distribution capability, and the references.

STANDARD: Ensuring accurate and timely submission of MLSR reports.

PERFORMANCE STEPS:
1. Direct the preparation and submission of "initial" MLSR reports per current directives.
2. Submit "supplemental" and "final" MLSR reports as required.

3. Initiate and voucher appropriate gain/loss transactions as required.
4. File MLSR reports.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information
   System.

3010-MISC-2009: Brief Commanding Officer on status of supply operation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all documentation, equipment deficiencies, status of funds,
and Money Value Gain Loss (MVGL) Notices relating to the condition/status of
the supply account.

STANDARD: Ensuring the commander's awareness of the current status of
Materiel, Funds and Personnel.

PERFORMANCE STEPS:
1. Identify current T/E end item and other materiel deficiencies.
2. Identify current status of funds/obligation rates.
3. Identify status of personnel.
4. Brief the Commanding Officer as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information
   System.

3010-PRAC-2001: Manage redistributions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given on hand assets, allowance documents, property control documents, access to an automated system with applicable software, and the references.

STANDARD: Ensuring the proper redistribution of assets.

PERFORMANCE STEPS:
1. Validate excess/deficient equipment reflected on the property accounting document is accurate.
2. Report excess/deficient equipment.
3. Submit a request for disposition instructions for controlled items as required.
4. Verify transactions are processed.
5. Verify property accounting document is updated.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information system.

3010-PRAC-2002: Manage the disposal of supplies and equipment

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable equipment and the references.

STANDARD: Ensuring the proper disposal of the materiel.

PERFORMANCE STEPS:
1. Validate condition of the equipment.
2. Verify transactions are processed.
3. Manage the turn-in to the appropriate disposal facility.
4. Validate property accounting document has been updated.

REFERENCES:
1. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)

2. DoD 4145.19-R-1 Storage and Material Handling
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2003: Manage controlled items

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to account for controlled items, property control documents and the references.

STANDARD: Ensuring the proper accountability of controlled items.

PERFORMANCE STEPS:
1. Identify all items with a Controlled Item Code (CIC) of A through I and II.
2. Submit requests for disposition instruction for controlled items as required.
3. Request document number to order deficiencies as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. OPNAV 5530.14 Physical Security and Loss Prevention
4. UM 4400-120 Asset Tracking for Logistics Supply System Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures
7. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2004: Manage the rollback of excess materiel

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given excess material and the references.

STANDARD: Ensuring the rollback of excess materiel to the appropriate source.

PERFORMANCE STEPS:
1. Identify excess materiel to rollback to the appropriate Source of Supply (SOS).
2. Verify rollback of excess materiel is completed.
3. Verify transactions are processed.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2005: Manage the maintenance of Responsible Officer (RO) accounts

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Responsible Officer (RO) accounts, pending transactions, supporting documentation, access to an automated system with applicable software, and the references.

STANDARD: Ensuring the proper accountability of all equipment issued to the RO.

PERFORMANCE STEPS:
1. Verify that ROs are appointed in writing by the Commanding Officer.
2. Verify that all RO's acceptance letters are on file.
3. Conduct reconciliations with ROs as directed in the references.
4. Resolve any discrepancies with RO accounts.
5. Endorse Request for Investigation submitted by the ROs.
6. Direct annual inventories of RO accounts per the references.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual

2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with Automated Information System.

3010-PRAC-2006: Conduct annual inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, property control documents, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring assets are accounted for on property control documents.

PERFORMANCE STEPS:
1. Direct the inventory of on hand assets.
2. Identify variances for all items on the property control document
3. Identify all on hand items that are not listed on the property control document.
4. Conduct causative research for variances as required.
5. Initiate Requests for Investigation as required.
6. Report results of inventory to the Commanding Officer.
7. Obtain authorization to make adjustments to the property control document in accordance with the references.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Maintain record of inventory on file.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with Internet capability and Automated Information System.

3010-PRAC-2007: Conduct spot/cyclic inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, the property control documents, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring all assets are accounted for on property control documents.

PERFORMANCE STEPS:
1. Direct spot inventories of specific TAMCNs for immediate feedback of on hand accuracy.
2. Direct a cyclic inventory schedule to continually monitor the accountability of assets.
3. Identify variances for selected items between the counts and the property control documents.
4. Conduct causative research for variances as required.
5. Initiate Requests for Investigation as required.
6. Report results of inventory to the Commanding Officer.
7. Obtain authorization to make adjustments to property control document in accordance with the references.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Maintain record of inventory on file.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

3010-PRAC-2008: Manage Money Value Gain/Loss (MVGL) reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Money Value Gain/Loss (MVGL) Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Verifying that the MVGLs are approved and maintained.

PERFORMANCE STEPS:
1. Obtain authorization to make adjustments to property records from the Commanding Officer.
2. Verify transactions have been processed.
3. Review MVGLs and supporting documentation.
4. Supervise research of all computer-generated administrative gains/losses to ascertain cause.
5. Obtain required certification from the Commanding Officer.
6. Maintain MVGL Notice reports on file.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2009: Manage subsidiary records/systems for non-issued serialized gear

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given serialized highly pilferable items and the references.

STANDARD: Ensuring the proper accountability of non-issued serialized gear.

PERFORMANCE STEPS:
1. Identify serialized and highly pilferable items.
2. Inventory non-issued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain Sub-Custody Records, as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2010: Maintain small arms report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to manage serialized small arms, property control document, Serialized Small Arms Report, supporting documentation, RO account, access to an automated system with applicable software, and the references.

STANDARD: In accordance with MCO 8300.1_.

PERFORMANCE STEPS:
1. Verify the Commanding Officer has appointed an Inventory Officer to conduct the Small Arms Inventory.
2. Ensure an inventory is conducted by the Inventory Officer.
3. Reconcile variances identified by the Inventory Officer between the counts and the property control documents.
4. Initiate Requests for Investigation as required.
5. Report results of inventory to Commanding Officer.
6. Forward the Serialized Small Arms Report to the Commanding Officer for signature.
7. Obtain authorization to make adjustments to property control document in accordance with the references.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Verify that all changes to serialized Small Arms inventory are reported to NAVSURFWARCENDIV, Crane, Indiana immediately as they occur.
11. Verify all crane updates process.
12. Verify that a copy is maintained on hand.

REFERENCES:
1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2011: Manage sub-custody records

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for the sub-custody of assets, appropriate documentation, and the references.

STANDARD: Ensuring 100% of the sub-custody of assets are properly conducted and tracked.

PERFORMANCE STEPS:
1. Verify that proper authorization is provided prior to initiating sub-custody.
2. Verify that sub-custody equipment is issued using appropriate documentation.
3. Verify sub-custody equipment is returned within required time frames.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. OPNAV 5530.14 Physical Security and Loss Prevention
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3010-PRAC-2012: Manage the control of individual equipment

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given accountable assets, locator decks, individual equipment issue point, individual issue form (IIF), unit alpha roster, access to an automated system with applicable software, and the references.

STANDARD: Ensuring proper maintenance, issue, and accountability of all individual equipment.

PERFORMANCE STEPS:
1. Maintain issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and subcustodied on IMRs or appropriate automated system records.

4. Verify that all individual equipment is properly recovered.
5. Conduct inventories on a monthly basis.
6. Verify that IMRs are reconciled with the Unit Alpha Roster on a monthly basis.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. OPNAV 5530.14 Physical Security and Loss Prevention
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3010-PRAC-2013: Validate the accountability of Marine Corps Automated Readiness Evaluation System (MARES) reportable

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given maintenance readiness reports, property control document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring all MARES reportable items are on hand or on order.

PERFORMANCE STEPS:
1. Reconcile the T/E or T/A with MCBul 3000 quarterly.
2. Validate all MARES reportable items are on the maintenance readiness report.
3. Review maintenance readiness report for supply related deficiencies.
4. Monitor requisitions for MARES reportable items.

REFERENCES:
1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO 3000.11_ Marine Corps Automated Readiness Evaluation System (MARES)
3. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2014: Analyze property accounting reports

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given mechanized system reports, property control document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the property accounting documents are accurate and current.

PERFORMANCE STEPS:
1. Review exception reports.
2. Review error reports.
3. Review voucher dumps as required.
4. Review history file reports as required.
5. Reconcile discrepancies between the mechanized system reports and the property control documents.
6. Take corrective action as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

    EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2015: Manage non Table of Equipment (T/E) assets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to account for non T/E assets, access to an automated system with applicable software, and the references.

STANDARD: Ensuring accountability of non T/E assets.

PERFORMANCE STEPS:
1. Account for Garrison Property.
2. Account for Marine Corps Community Services equipment.
3. Account for consumable supplies.
4. Account for non T/E assets.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with applicable software.

3010-PSEF-2001: Manage personal effects

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel appointed for personal effects inventories, current morning reports, and the references.

STANDARD: Ensuring timely inventory, proper chain of custody, storage and disposition of personal effects.

PERFORMANCE STEPS:
1. Ensure daily morning reports published by the unit admin section are reviewed.
2. Ensure inventory boards are appointed in writing.
3. Ensure inventory boards are current.
4. Ensure inventory board members are trained as required.
5. Ensure that personal effects inventories are conducted when required within the timeframes established by the references.
6. Ensure that the storage and disposition of personal effects are conducted per current orders and directives.
7. Conduct periodic internal reviews per current orders and directives.

REFERENCES:
1. MARADMIN 009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED FORCES
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.   Secure storage facility.

3010-RATS-2001: Manage Packaged Operational Rations (POR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Cash Meal Payment Sheet, Meal Record Signature Sheet, access to an automated system with applicable software, and the references.

STANDARD: Ensuring proper accountability and storage of PORs.

PERFORMANCE STEPS:
1. Manage POR accountability utilizing NAVMC 708.
2. Manage PORs by date of pack and lot number utilizing NAVMC 713.
3. Maintain documentation on file.
4. Direct PORs be sold per MCBul 10110.
5. Coordinate stored POR veterinary inspections as required.
6. Conduct periodic internal reviews.

REFERENCES:
1. MCBUL 10110 Annual Meal Rates Bulletin
2. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
3. MCO 10110.47 BAS and Meal Card Order
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-REQS-2001: Manage Uniform Movement Issue and Priority System (UMMIPS)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document control file, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the proper assignment of priorities.

PERFORMANCE STEPS:
1. Ensure priorities are assigned based on the actual UND and FAD.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Ensure the corrective action is accomplished.

REFERENCES:
1. MCO 4400.16_ Uniform Material Movement and Issue Priority System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-121 ATLASS
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)
6. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-REQS-2002: Manage requisitions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document control report, maintenance management reports, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the proper maintenance of requisitions.

PERFORMANCE STEPS:
1. Verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved.
3. Verify that cancellations are inducted as required.
4. Verify that follow-ups are conducted as required.
5. Verify discrepancies in shipments are researched and required action taken.
6. Verify modifications are submitted as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-REQS-2003: Manage maintenance Daily Transactions List (DTL)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance record status files, access to an automated system with applicable software and internet connectivity and the references.

STANDARD: To ensure maintenance transactions are processed properly.

PERFORMANCE STEPS:
1. Verify that pending maintenance orders on the maintenance DTL have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.
3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

REFERENCES:
1. UM 4400-120 Asset Tracking for Logistics Supply System Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-REQS-2004: Manage the Supply Discrepancy Report (SDR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Verifying the proper submission of the SDR.

PERFORMANCE STEPS:
1. Determine the type of discrepancy.
2. Determine the distribution of SDR.
3. Review the prepared SDR.
4. Monitor use of on-line SDR submission to Defense Logistics Agency.

REFERENCES:
1. DLA Handbook DLA Handbook
2. SECNAVINST 4355.18A Reporting of Supply Discrepancies (Jan 99)
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-REQS-2005: Analyze the requisition management reports

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requisition management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring all document numbers are current and accurate in accordance with MCO UM 4400-124.

PERFORMANCE STEPS:
1. Interpret information on the requisition management reports.
2. Identify the appropriate document identifier code (DIC) for follow-ups.
3. Identify reports that give status of supply account.
4. Interpret the Balance Analysis Report.
5. Interpret the Unit Performance Report.
6. Interpret the Daily History.
7. Identify problem areas.
8. Initiate corrective action as required.
9. Verify that corrective action is accomplished.
10. Review the maintenance Daily Transactions List (DTL).
11. Validate the units requirement for documents on the Material Obligation Validation/Backorder Validation (MOV/BOV).

REFERENCES:
1. UM 4400-120 Asset Tracking for Logistics Supply System Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RFID-2001: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the ITV system and information related to the asset (ex. RFID tag #, NSN, Doc #, TCN, RUC, etc.).

STANDARD: Validating the nodal history of asset in distribution pipeline.

PERFORMANCE STEPS:
1. Log into ITV system.
2. Use given information to locate asset within the ITV server.
3. Verify the summary of the nodal history of asset in distribution pipeline.

REFERENCES:
1. CMC DCI RFID Radio Frequency Identification(RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity.

3010-RIPT-2001: Manage secondary reparables

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring accountability, availability and distribution of secondary reparables.

PERFORMANCE STEPS:
1. Review required documentation and requirements.
2. Determine adequate stockage levels.
3. Validate availability of funding.
4. Verify requisitions and receipts.
5. Monitor repair cycle.
6. Direct excess reporting under Recoverable Items Program (WIR).

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2002: Direct maintenance of the Reparable Issue Point (RIP) assets

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given assignment to a maintenance float activity, maintenance float supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure proper accounting, storage, repair, and distribution of secondary reparables.

PERFORMANCE STEPS:
1. Validate maintenance float requisition management report, Consolidated Asset Listing (CAL), and recomputation reports.
2. Report serviceable excess depot level reparables to LOGCOM.
3. Manage return of non-depot reparables to supporting RIP or Contracted Logistics Support (CLS) activity.
4. Ensure compliance with disposition instructions.
5. Ensure property records are adjusted properly.
6. Monitor requisitions for secondary reparables.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and Automated Information
  System.

3010-RIPT-2003: Maintain the Reparable Issue Point (RIP) Consolidated Asset
Listing (CAL)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Consolidated Asset Listing (CAL), access to an automated
system with applicable software, and the references.

STANDARD: Ensuring all reparable assets are properly loaded to the CAL.

PERFORMANCE STEPS:
1. Direct reconciliation between the CAL allowances and authorized allowance
    listing.
2. Monitor allowance corrections as required.
3. Direct corrective actions relating to excesses and deficiencies.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information
  System.

3010-RIPT-2004: Process customer backorders

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a customer requirement, a maintenance records status file, access to an automated system with applicable software and internet access, and the references.

STANDARD: Properly managing customer backorders IAW MCO P4400.151.

PERFORMANCE STEPS:
1. Monitor reconciliation of the CBL and maintenance records status files.
2. Reconcile customer backorders.
3. Direct the release of assets by priority.
4. Direct corrective action as required.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2005: Reconcile maintenance demands list

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Reparable Issue Point (RIP) maintenance demands listing, Demands Shopping List, access to an automated system with applicable software, and the references.

STANDARD: Ensuring maintenance demands lists are maintained, current, and reflect the asset in the maintenance cycle.

PERFORMANCE STEPS:
1. Direct reconciliation between shopping lists and maintenance demands listing.
2. Guide corrective actions.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2006: Monitor commercially repaired assets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given disposition instructions, access to an automated system with applicable software, and the references.

STANDARD: Accounting for Secondary Reparable Assets repaired by a commercial source.

PERFORMANCE STEPS:
1. Direct the preparation of assets for disposition.
2. Monitor the due from vendor document control file from build-to-receipt.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2007: Process unserviceable assets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable Secondary Reparable Assets, automated data processing equipment, maintenance order inspection tag, and the references.

STANDARD: Ensuring unserviceable assets are properly managed IAW UM 4400.123.

PERFORMANCE STEPS:
1. Review the reference.
2. Monitor the turn-in of unserviceable reparables.
3. Review transaction processing.
4. Direct the movement of the reparable asset to the maintenance facility.
5. Review asset status while in the repair cycle.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2008: Conduct item review/stockage computation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Reparable Issue Point (RIP) Item Review output reports, budget guidance, access to an automated system with applicable software, and the references.

STANDARD: Ensuring Reorder/Reorder Point (RO/ROP) are computed and loaded to the RIP General Account Balance File (GABF).

PERFORMANCE STEPS:
1. Analyze the output reports.
2. Direct transaction changes as required.
3. Obtain allowance authorization.
4. Monitor processing of transactions.
5. Verify receipt of transactions by LOGCOM, Albany Ga.
6. Maintain RIP Item Review supporting documentation.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2009: Manage redistribution of assets for General Account (GA)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Reparable Issue Point (RIP) annual recomputation documentation, RIP's document control file, Consolidated Assets Listing (CAL), supported changes of on hand and allowance quantities, access to an automated system with applicable software, and the references.

STANDARD: Ensuring identified on hand assets are submitted to LOGCOM for disposition/Recoverable Items Report (WIR).

PERFORMANCE STEPS:
1. Analyze the Recomp Reports and the CAL.
2. Direct the review of the pending requisition management report.
3. Monitor the WIR of excess assets with D and L Recoverability Codes.
4. Monitor the submission of excess equipment rollbacks with Recoverability Codes F, H, O, Z to the Materials Return Program (MRP).
5. Direct the redistribution/disposal of excesses as directed LOGCOM.
6. Manage adjustment of records.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2010: Monitor redistribution of Reparable Issue Point (RIP) assets

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment to a maintenance float activity, maintenance float supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the assets reach the requested destination, in a serviceable condition, and within prescribed timeframes as directed by higher headquarters.

PERFORMANCE STEPS:
1. Validate maintenance float document control file, Consolidated Asset Listing (CAL), and recomputation reports.
2. Report serviceable excess depot level reparables to LOGCOM.
3. Manage the return of non-depot reparables to the supporting RIP or Contracted Logistics Support (CLS) activity.
4. Ensure compliance with disposition instructions.
5. Ensure property records are adjusted properly.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-STDR-2001: Monitor maintenance of stored assets

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD: Ensuring non-issued supply system stock is maintained in a serviceable, and ready-to-issue condition.

PERFORMANCE STEPS:
1. Verify all items received are serviceable.
2. Safeguard material from deterioration and expired shelf life.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct care of supplies in storage (COSIS) for stored assets.
6. Direct reconciliation of pending work requests with supporting maintenance activity.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. Local SOP Local Standard Operating Procedures
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. UM 4400-124 SASSY Using Unit Procedures

3010-STDR-2002: Manage warehouse safety procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD: Ensuring a safe and manageable warehouse.

PERFORMANCE STEPS:
1. Validate warehouse setup.
2. Verify supplies stored within warehouse meet applicable safety requirements.
3. Maintain adequate Material Handling Equipment (MHE) availability.
4. Validate MHE operators are properly licensed.
5. Conduct Preventive Maintenance (PM).
6. Monitor use of safety devices and equipment.
7. Validate materiel compatibility.
8. Identify hazardous material content.
9. Manage the receipt, store, issue, and disposal of hazardous materials.
10. Verify stored hazardous material contains required Material Safety Data Sheet (MSDS).
11. Ensure empty hazardous material containers are returned to Satellite Accumulation Area (SAA) or disposal activity.
12. Establish Hazardous Material and spill containment procedures.
13. Assign personnel to fire stations.
14. Train warehouse personnel on safety procedures.

REFERENCES:
1. DOD 6055.1 DOD Occupational Safety and Health (OSH) Program
2. DoD 4145.19-R-1 Storage and Material Handling
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. MCO P5100.8 Marine Corps Occupational Safety and Health Program Manual (Obsolete - replaced by NAVMC DIR 5100.8)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet capability and Automated Information System.

3010-STDR-2003: Monitor Electrostatic Discharge (ESD) sensitive devices during handling, storage, and transportation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

STANDARD: To protect ESD sensitive devices from damage.

PERFORMANCE STEPS:
1. Review the references.
2. Identify materials requiring ESD protection.
3. Direct actions necessary to protect ESD sensitive devices.

REFERENCES:
1. MCO 2410.2_ Electromagnetic Environmental Effects (E3) Control Program
2. TI 4400-15/1 Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
3. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
4. TM 9406-15 Grounding Procedures for Electromagnetic Interference Control and Safety (Aug 91)
5. TM 9999-15/1 Electro-Static Discharge (ESD) Awareness
6. TM 9999-15/2 Electro-Static Discharge (ESD) Management

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-STDR-2004: Manage the Radiological Control Program (RCP)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to receipt, store, and issue devices containing radioactive materials (other than liquids) in a non dispersible form (unless gaseous) and the references.

STANDARD: Ensuring compliance IAW MCO 5104.3_.

PERFORMANCE STEPS:
1. Verify all devices containing radioactive material are identified.
2. Identify radioactive storage areas.
3. Maintain secure and controlled storage areas.
4. Provide material for proper handling of radioactive material.
5. Provide radiation instruction/training.
6. Publish/maintain local standing operating procedures (SOP).
7. Coordinate storage of radioactive material containing devices with emergency personnel.
8. Coordinate disposal of devices with low-level radioactive waste.
9. Coordinate the inventory and reporting of materials containing radioactive substances.

REFERENCES:
1. CFR 49 Code of Federal Regulations Parts 100-185 - Transportation
2. CFR Title 10 Title 10 Code of Federal Regulations
3. MCO 5104.3B Marine Corps Radiation Safety Program (Sep 10)

4. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)

5. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

GROUND SUPPLY T&R MANUAL

CHAPTER 7

MOS 3043 INDIVIDUAL EVENTS

GROUND SUPPLY T&R MANUAL

CHAPTER 7

MOS 3043 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter includes all individual training events for the Supply Administration and Operations Specialist. An individual event is an event that a trained Supply Administration and Operations Specialist (3043) would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailor's individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

7001. EVENT CODING

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

  a. Field one. Each event starts with 3043, indicating that the event is for MOS 3043, Supply Administration and Operations Specialist.

  b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

Code	Description	Example
AMMO	Ammunition	3043-AMMO-XXXX
CSS	Combat Service Support	3043-CSS-XXXX
FISC	Fiscal	3043-FISC-XXXX
INVG	Investigations	3043-INVG-XXXX
ISS	Intermediate Supply Support	3043-ISS-XXXX
ISSO	Intermediate Supply Support Operations	3043-ISSO-XXXX
ISTC	Intermediate Stock Control	3043-ISTC-XXXX
MISC	Miscellaneous	3043-MISC-XXXX
PRAC	Property Accounting	3043-PRAC-XXXX
PSEF	Personal Effects	3043-PSEF-XXXX
RATS	Rations	3043-RATS-XXXX
REQS	Requisitions	3043-REQS-XXXX
RFID	Radio Frequency Identification	3043-RFID-XXXX
RIPT	Repairable Issue Point	3043-RIPT-XXXX
TRNG	Training	3043-TRNG-XXXX

  c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

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7003. 1000-LEVEL EVENTS

3043-PRAC-1001: Reconcile unit allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, command adjustment authorizations, the accountable record, access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: To verify unit allowances are accurate per MCO P4400.150_.

PERFORMANCE STEPS:
1. Reconcile allowances.
2. Identify discrepancies.
3. Submit results.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software

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3043-PRAC-1002: Loaded unit allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: Ensuring 100% of approved allowances are reflected on the mechanized allowance list IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Induct appropriate transactions.

2. Validate transactions processed.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1003: Maintain Mechanized Allowance List (MAL)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, command adjustment authorizations, the accountable record, documentation supporting changes, access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: To verify all information for accuracy per MCO P4400.150_.

PERFORMANCE STEPS:
1. Reconcile current Mechanized Allowance List with the previous Mechanized Allowance List.
2. Identify the discrepancies.
3. Obtain approval for changes.
4. Correct discrepancies.
5. Annotate changes (if applicable).
6. Induct changes (if applicable).
7. File reconciled Mechanized Allowance List.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1004: Process unit T/E transfers of equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL ·

CONDITION: Given on-hand assets, access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: To redistribute assets as directed by the Major Subordinate Command (MSC).

PERFORMANCE STEPS:
1. Validate on-hand.
2. Induct appropriate transactions.
3. Annotate property accounting records.
4. File documentation.

REFERENCES:
1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.82_ Regulated/Controlled Item Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: computer with internet connectivity and appropriate software.

3043-PRAC-1005: Process Rollbacks

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: Adjusting accountable records to 100% accuracy IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Identify materials.
2. Ensure quantities are loaded to the appropriate records.
3. Request disposition instructions.
4. Induct transactions as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1006: Process disposal of assets

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given serviceable and unserviceable assets, Letters of Unserviceable Property (LUP) where applicable, access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: Ensuring input transactions have processed IAW MCO P4400.82_.

PERFORMANCE STEPS:
1. Identify assets requiring disposal.
2. Transfer property to the appropriate records.
3. Induct appropriate disposal transactions.
4. Obtain appropriate DRMS signature.

REFERENCES:
1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4400.82_ Regulated/Controlled Item Management Manual
6. UM 4400-120 Asset Tracking for Logistics Supply System Manual
7. UM 4400-124 SASSY Using Unit Procedures
8. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1007: Process miscellaneous receipt/issue transactions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring transactions are completed and documentation is maintained IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Prepare adjustment documentations.
2. Obtain appropriate signature.
3. Induct appropriate adjustment transactions.
4. Process money value gain/loss notice.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1008: Maintain voucher file

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed adjustment documents, supporting documentation, and the references.

STANDARD: Ensuring all voucherable source documentation is retained IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. File in applicable sequence.
2. File all completed vouchers, money value gain/loss notice and supporting documentation.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1009: Maintain sub-custody records

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain sub custody records, property control documents, interim receipts, and access to an automated system as required with applicable software and internet connectivity, and the references.

STANDARD: Ensuring 100% accountability of assets IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Establish sub-custody records.
2. Prepare interim receipts for all issues and turn-ins.
3. Process adjustment transactions as required.
4. Reconcile records.
5. Correct discrepancies.
6. File all sub-custody records.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1010: Maintain subsidiary records for non-issued serialized items

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given serialized and highly pilferable items, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring 100% accountability of items IAW UM 4400-124.

PERFORMANCE STEPS:
1. Inventory and complete subsidiary records on all items as required.
2. Maintain subcustody record, if applicable.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-PRAC-1011: Maintain the Consolidated Memorandum Receipt (CMR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain automated custody records, CMR's, Interim Custody Receipts, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: To ensure the proper accountability of all equipment.

PERFORMANCE STEPS:
1. Prepare interim receipts for all issues and turn-in's.
2. Perform quarterly reconciliation as required.
3. Input CMR adjustment transactions.
4. Correct disparities.
5. File the signed CMR's.
6. Maintain interim receipts/CMR for current plus 1 year.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

<u>3043-REQS-1001</u>: Process requisitions

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>MOS PERFORMING</u>: 3043

<u>GRADES</u>: PVT, PFC, LCPL

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given a requirement for supplies and equipment, access to the Item Master, access to an automated system with applicable software and internet connectivity, and the references.

<u>STANDARD</u>: Ensuring all requisitions successfully post to the requisitioning management report.

<u>PERFORMANCE STEPS</u>:
1. Verify all required information as required.
2. Conduct technical research as required.
3. Prepare the appropriate tech data load/change requests as required.
4. Forward to customer service.
5. Validate assigned priority with authorized force activity designator.
6. Process customer requirement.
7. Reconcile all pending requisitions with the requisition management report.
8. Take corrective action as required.

<u>REFERENCES</u>:
1. MCO 4400.16_ Uniform Material Movement and Issue Priority System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. UM 4400-121 ATLASS
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures
7. UM 4400-15 Marine Corps User Manual (Organic Property Control)
8. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

<u>SUPPORT REQUIREMENTS</u>:

  <u>EQUIPMENT</u>: Computer with internet connectivity and appropriate software.

<u>3043-REQS-1002</u>: Reconcile requisition management report

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>MOS PERFORMING</u>: 3043

<u>GRADES</u>: PVT, PFC, LCPL

<u>INITIAL TRAINING SETTING</u>: FORMAL

CONDITION: Given a previous requisition management report, current requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all transactions have processed against the requisition management report IAW UM 4400-124.

PERFORMANCE STEPS:
1. Validate all transactions have posted to the current requisition management report.
2. Take appropriate corrective actions to induct follow-ups, modifications, receipts and cancellations as required.
3. Maintain current requisition management report.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-1003: Process receipts

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given receipts, requisition management report, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring receipt process is conducted, documented and maintained IAW UM 4400-124.

PERFORMANCE STEPS:
1. Determine required actions for each receipt.
2. Annotate appropriate records.
3. Induct appropriate receipt transactions.
4. File Proof of Delivery (POD) in document number sequence.
5. Retain documents.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with appropriate software.

3043-REQS-1004: Process Walk-thru requisition

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a high priority requisition, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring customer demands is filled IAW UM 4400-124.

PERFORMANCE STEPS:
1. Validate the technical data information.
2. Perform technical research.
3. Reconcile assigned priority with authorized force activity designator.
4. Verify item availability.
5. Prepare DD Form 1348 for submission.
6. Obtain authorization and signature on requisition.
7. Update fiscal system as required.

REFERENCES:
1. MCO 4400.16_ Uniform Material Movement and Issue Priority System
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-1005: Reconcile customer demands

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report and a maintenance management report, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the validity of customer demands IAW UM 4400-124.

PERFORMANCE STEPS:
1. Schedule reconciliations.
2. Review all requisitions.
3. Take appropriate actions.
4. Document reconciliations.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

7004. 2000-LEVEL EVENTS

3043-AMMO-2001: Account for Class V(W) ammunition

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given authorization to maintain ammunition on hand, accounting records and required documentation.

STANDARD: Ensuring 100% accountability IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Establish proper accountability for ammunition by individual DOD identification code (DODIC) and lot number.
2. Ensure ammunition is issued and maintained on Equipment Custody Record as required.
3. Review and maintain notification of ammunition reclassification (NARS) messages, taking appropriate action as required.

REFERENCES:
1. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
2. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-CSS-2001: Manage accountability of unit Maritime Prepositioning Force (MPF) Assets

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an MPF operation, warning order, assigned <PS/MPF composition, designated port/beach and airfield, access to an automated system with applicable software and Internet connectivity, and the references.

STANDARD: Ensuring proper receipt and tracking of MPF unit designated assets throughout all four phases of an MPF operation.

PERFORMANCE STEPS:
1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning movement of forces, equipment, and supplies to the arrival and assembly areas (AAA).
4. Manage the receipt of off loaded assets and subsequent issue to supported units.
5. Verify that all equipment is properly recorded on unit records.
6. Assist in the planning and management of the MPF regeneration.

REFERENCES:
1. FMFM 4-1 Combat Service Support Operations
2. Local SOP Local Standard Operating Procedures
3. MCO 3000.18 Marine Corps Force Deployment Planning and Execution Process Policy Order
4. MCWP 4-1 Logistics Operations
5. MCWP 4-11 Tactical-Level Logistics
6. MCWP 4-11.7 MAGTF Supply Operations
7. MCWP 4-12 Operational-Level Logistics
8. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-CSS-2002: Develop Supply Support Plans

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: To ensure the plan will conform to the established priority and support the operation concept and mission objectives.

PERFORMANCE STEPS:
1. Identify the different levels of logistic support.
2. Determine the required classes of supply for embarkation.
3. Integrate the phases of supply into the plan.
4. Develop field warehouse procedures.

5. Determine internal/external support requirements.
6. Develop plan.
7. Submit for approval.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. JP 3-0 Joint Doctrine for Joint Operations
3. JP 3-02.2 Amphibious Embarkation
4. MCO 4420.4 DOD Activity Address Directory
5. MCO P4030.21D Packaging of Materiel - Packing (Dec 99)
6. MCO P4450.7_ Marine Corps Warehousing Manual
7. MCRP 4-11.8 Food Service Reference
8. MCRP 5-12 Organization of Marine Corps Forces
9. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
10. MCWP 4-1 Logistics Operations
11. MCWP 4-11 Tactical-Level Logistics
12. MCWP 4-11.7 MAGTF Supply Operations
13. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-CSS-2003: Conduct Maritime Prepositioned Force (MPF) operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation involving a deploying force using MPF assets, a list of sustainment requirements for the force, and equipment density list, Deployment Support Package Guide (DSPG), Time Phase Force Deployment Data (TPFDD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure all requirements are met for the force.

PERFORMANCE STEPS:
1. Identify the responsibilities of the AAOE (Arrival and Assembly Operations Element).
2. Verify that all supplies are properly recorded on unit records.
3. Obtain sustainment requirements from the deploying force.
4. Source calculated sustainment needs for the deploying force.
5. Identify MPF definitions.
6. Identify the roles within MPF operations.
7. Identify phases of MPF.
8. Review phase organizations and groups.
9. Identify the sustainment pipeline concept.

REFERENCES:
1. MCO 4420.4 DOD Activity Address Directory
2. MCO P4450.7_ Marine Corps Warehousing Manual
3. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
4. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-CSS-2004: Develop Supply Support Plans

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To ensure the plan will conform to the established priority and support the operation concept and mission objectives.

PERFORMANCE STEPS:
1. Review Combat Service Support Standing Operations Procedures.
2. Review the six functional areas of Combat Service Support.
3. Review tasks associated with the functional areas of CSS.
4. Determine required classes of supply.
5. Identify required standard Logistics Combat Elements (LCE).
6. Identify the functions of the Landing Force Shore Party.
7. Review ANNEX (D) for the Operations Order.
8. Identify required CSS missions.
9. Review the assigned support missions.
10. Validate the supply related combat service support mission objectives.
11. Determine supply Logistics Operations Center (LOC) requirements.
12. Establish Rapid Request procedures.
13. Identify War Reserve requirements.
14. Identify Remain Behind Equipment (RBE).
15. Analyze the logistical preparation of the battlefield.
16. Develop plan.
17. Submit for approval.

REFERENCES:
1. DOD 4140.1-R DOD Supply Chain Material Management Regulation
2. FMFM 4-1 Combat Service Support Operations
3. MCO 4400.16_ Uniform Material Movement and Issue Priority System
4. MCO 4420.4 DOD Activity Address Directory
5. MCO 5311.1_ Total Force Structure Process (TFSP)
6. MCO P4030.21D Packaging of Materiel - Packing (Dec 99)

7. MCO P4400.39 War Reserve Material Policy Manual
8. MCO P4450.7_ Marine Corps Warehousing Manual
9. MCRP 4-11.8 Food Service Reference
10. MCRP 5-12 Organization of Marine Corps Forces
11. MCWP 4-1 Logistics Operations
12. MCWP 4-11 Tactical-Level Logistics
13. MCWP 4-11.7 MAGTF Supply Operations
14. MCWP 4-12 Operational-Level Logistics
15. UM 4400-123 FMF SASSY Management Unit Procedures
16. UM 4400-124 SASSY Using Unit Procedures

3043-CSS-2005: Provide sustainment for deploying forces

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of sustainment requirements, an Equipment Density List (EDL), Standing Operating Procedures, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all supply requirements are met.

PERFORMANCE STEPS:
1. Validate the Equipment Density Lists (EDL).
2. Verify class of supply requirements.
3. Review supply management reports.
4. Review funding data.
5. Review usage data.
6. Establish Requisitioning Objective (RO's)(MAX).
7. Establish Reorder Points (ROP's) (MIN).
8. Identify landing force supplies in support of MAGTF Operations.
9. Identify external Combat Service Support options.
10. Update Department of Defense Activity Address Code (DODAAC).

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. JP 3-0 Joint Doctrine for Joint Operations
3. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
4. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-CSS-2006: Manage Remain Behind Equipment (RBE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation involving a deploying force, a task organization of force requirements, an RBE listing, an authorized allowance for each force requirement, a list of assets deployed by each force requirement, access to an automated system with applicable software ,internet connectivity, and the references.

STANDARD: To ensure proper accountability and distribution of the assets.

PERFORMANCE STEPS:
1. Review the authorized allowances for the supported deploying force.
2. Review the list of assets deployed by the supported force.
3. Distribute prepositioned equipment, RBE to the supported force as required.

REFERENCES:
1. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2001: Prepare an annual budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local budget guidance from the comptroller, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring all annual budget requirements are identified.

PERFORMANCE STEPS:
1. Determine requirements.
2. Provide written justification for funds.
3. Prepare budget.
4. Submit to comptroller.

REFERENCES:
1. MCO P7100.8_ Field Budget Guidance Manual

2. NAVMC 2664 Financial Guidebook for Commanders
3. SABRS Users Manual SABRS Users Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2002: Conduct the midyear review

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budget guidance, a current budget, usage data, projected requirements, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:
1. Determine unfunded deficiencies.
2. Provide written justification.
3. Prepare midyear review.
4. Submit to comptroller.

REFERENCES:
1. MCO P7100.8_ Field Budget Guidance Manual
2. NAVMC 2664 Financial Guidebook for Commanders
3. SABRS Users Manual SABRS Users Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2003: Maintain fiscal accountability

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budget guidance, a current budget, weekly available balance reports, requisition management report, Standard Accounting Budgeting and Reporting System (SABRS) Reports, Budget Execution Activity (BEA) Management Reports, Fiscal Logbook, Pending and Completed Fiscal Files, access to an automated system with applicable software ,internet connectivity, and the references.

STANDARD: To ensure financial resources are correctly managed.

PERFORMANCE STEPS:
1. Ensure appointment and revocation letters are maintained.
2. Manage source documents.
3. Manage fiscal reports.
4. Manage the reconciliation between fiscal reports/requisition management reports.
5. Manage the available balances.

REFERENCES:
1. MCO 5212.5_ Records Disposition Manual
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
3. MCO P7000.14 Marine Corps Cost Factor Manual
4. MCO P7100.8_ Field Budget Guidance Manual

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2004: Direct purchases using the Government Credit Card

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a purchase requirement, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring purchases are made IAW MCO 4200.15.

PERFORMANCE STEPS:
1. Consolidate unit support requirements.
2. Perform technical research to ensure best value.
3. Specify services requested/provided and associated funding data.
4. Review services to be provided and associated reimbursable.
5. Forward purchase request document to approving official.
6. Ensure approving official/card holders provides signed copies for supporting and supported activities.
7. Determine property control accountability.
8. Ensure Approving Officer/card holder conducts monthly reconciliations.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO P7000.14 Marine Corps Cost Factor Manual
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2005: Perform Standard Accounting, Budgeting, and Reporting System (SABRS) fiscal procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring proper financial management per MCO -7300.21_.

PERFORMANCE STEPS:
1. Verify source documents.
2. Verify fiscal management documentation.
3. Reconcile SABRS management reports.
4. Verify information appearing on reconciliation report.
5. Monitor adjustments.
6. Correct/report discrepancies.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. SABRS Users Manual SABRS Users Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2006: Verify fiscal reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given pending requisition files, receipts, pending cancellation files, existing financial reports, memorandum records, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring the five phases of the SABRS transaction cycle have processed.

PERFORMANCE STEPS:
1. ·Verify that all documents have posted in SABRS.
2. File source documents.
3. Identify the fiscal reports necessary to manage a unit's account.
4. Create a weekly status of funds report.
5. Identify all discrepancies.
6. Perform corrective actions.
7. Conduct transaction reconciliation.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. SABRS Users Manual SABRS Users Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2007: Perform Standard Accounting, Budgeting, and Reporting System (SABRS) fiscal procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure proper management of all SABRS transactions.

PERFORMANCE STEPS:
1. Verify source documents.
2. Verify fiscal management documentation.
3. Reconcile SABRS management reports.
4. Verify information appearing on reconciliation report.
5. Monitor adjustments.
6. Correct/report discrepancies.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. SABRS Users Manual SABRS Users Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2008: Maintain fiscal reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given pending requisition files, receipts, pending cancellation files, existing financial reports, memorandum records, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring discrepancies are reconciled and corrections are made to the financial accounting database.

PERFORMANCE STEPS:
1. Review data on the financial reports.
2. Correct all discrepancies.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. SABRS Users Manual SABRS Users Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2009: Maintain support agreements funding documents

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide reimbursement via Military Interdepartmental Purchase Request (MIPR) for inter-service support from external Department of Defense (DOD) agencies, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all financial transactions are properly processed, tracked and documented.

PERFORMANCE STEPS:
1. Cite funding for services requested on Purchase Request Document.
2. Request supplies/services against funding provided.
3. Track fund expenditures with utilization of Purchase Request Document.
4. Certify SF-1080 Voucher for Public Payment of supplies/services.

REFERENCES:
1. DoD Inst 4000.19 DoDInst 4000.19 Interservice and Intragovernmental Support

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FISC-2010: Maintain Interservice Support Agreements (ISSA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, Purchase Request Document, and a requirement for support to or from external Department of Defense agencies, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all financial transactions are properly processed, tracked and documented.

PERFORMANCE STEPS:
1. Consolidate unit support requirements.
2. Specify services requested/provided and associated funding data.
3. Review services to be provided and associated reimbursable costs.
4. Forward purchase request document to approving headquarters.
5. Provide signed copies to supporting and supported activities.
6. Conduct periodic reviews of support requirements every two years.

REFERENCES:
1. DoD Inst 4000.19 DoDInst 4000.19 Interservice and Intragovernmental Support
2. FAR Federal Acquisition Regulation
3. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISSO-2001: Manage redistribution for Reparable Issue Point (RIP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Based on maintenance float recomp, access to an automated system with applicable software ,internet connectivity, mainframe Document Control File (DCF), Consolidate Asset Listing (CAL), documentation supporting changes of on-hand allowance quantities, and the references.

STANDARD: Ensuring assets are redistributed as directed.

PERFORMANCE STEPS:
1. Identify excess.
2. Obtain approval of allowance changes from COMARCORLOGBASES, Albany, GA.
3. Dispose of redistribution assets as directed by disposition instructions.
4. Report excess.
5. Validate recomputation reports.
6. Review pending requisition management report.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISSO-2002: Process Stratification data for Stock funded Intermediate Supply Activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assumption values established by DOD and HQMC, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To establish a uniform portrayal of asset requirements for stock funded accounts.

PERFORMANCE STEPS:
1. Create a buy list.
2. Submit buy list.
3. Review reports and outputs.

REFERENCES:
1. DOD 4140.1-R DOD Supply Chain Material Management Regulation

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISSO-2003: Conduct item review and storage computation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the parameter file, transaction output reports, available spending budget, tally reports, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To support customer demands IAW MCO P4400.151.

PERFORMANCE STEPS:
1. Set the parameter SUE1, ASA, PDF, CDF, test or final mode, confidence levels, program change factors, cost to hold, cost order, stock criteria, exception criteria, seasonally, option, and range criteria.
2. Review output reports and on-screen helps for reasonable value.
3. Review process with new PCF and confidence.
4. Release the stock run when the process has met expectations.
5. Prepare separate stock and or after forecast control data for specific range of MECs, CECs, WSC, or NSNs.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2001: Supervise Initial Issue Provisioning (IIP) project item distribution

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide support for a new item, IIP stocks, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all necessary initial support items will be positioned in the appropriate segments of the supply system IAW MCO P4400.151.

PERFORMANCE STEPS:
1. Receipt for Class IX and SECREPS.
2. Review Source Maintenance Recoverability Code (SMRC) for items with tailored listings and separate Class IX (repair parts) and Secondary Reparables (SECREPS) for distribution.
3. Segregate IIP items by project, pending release by the FMF commander.
4. Report provision status report to MEF commander or Force commanders as applicable.
5. Review release projects for protection by provisioning and project code from tailored listings.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2002: Process disposition instructions for Material Returns Program (MRP) items

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disposition instructions for excess material designated for rollback to the applicable Item Manager, the General Account Balance File (GABF), access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all serviceable excess identified on the GABF are reported under the Material Returns Program IAW UM 4400-60.

PERFORMANCE STEPS:
1. Initiate the MRP.
2. Ensure that redistributions are performed (internal/external).
3. Ensure follow-ups and cancellations are submitted.
4. Ensure comply with disposition instructions.
5. Coordinate with storage and General Account for the timely return of excesses.
6. Coordinate with the supporting consolidated fiscal accounting office to ensure credits are received

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)
4. UM 4400-60 Materiel Returns Program

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2003: Audit operating stock listing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given exceptions, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring the asset posture of the operating stock listing reflects actual on-hand quantities.

PERFORMANCE STEPS:
1. Review and identify all discrepancies on the operating stock listing.
2. Reconcile on-hand quantities on the records.
3. Take corrective action as needed.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2004: Maintain General Account Balance File (GABF)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To identify and correct all discrepant quantities IAW MCO P4400.151.

PERFORMANCE STEPS:
1. Review management reports.
2. Assign management codes as required.
3. Reconcile on-hand quantities.
4. Take corrective action as required.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2001: Maintain current authorization file of personnel authorized to receipt/turn-in materiel

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to correspondence files containing letters authorizing personnel to receipt for and turn-in materials, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring authorization letters are up to date.

PERFORMANCE STEPS:
1. Ensure authorizations are complete.
2. File authorizations.
3. Conduct periodic review as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2002: Process Individual Clothing Requisition

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a clothing issue funded by the Marine Corps, NAVMC 604, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To validate the requirement and ensure submission to the appropriate source.

PERFORMANCE STEPS:
1. Determine the validity of the requirement.
2. Prepare NAVMC 604/NAVMC 604B.
3. Submit requisition to appropriate source.
4. File the requirement.

REFERENCES:
1. MCBUL 10120 Clothing Allowance for Enlisted Personnel
2. MCO P10120.28G Individual Clothing Regulations

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with appropriate software.

3043-MISC-2003: Prepare Individual Clothing Record (NAVMC 631/631A)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed NAVMC 604/604B for supplementary issue and enlisted USMCR uniform clothing issues as required, NAVMC 631/631A, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring proper documentation of issued individual clothing.

PERFORMANCE STEPS:
1. Validate the requirement.
2. Verify NAVMC 631/631As.
3. Prepare NAVMC 604/604B as required.
4. Supervise all uniform issues as applicable.
5. Recover Reserve Clothing when applicable.
6. Ensure the annual Reserve clothing inventory is conducted and annotated as required.

REFERENCES:
1. MCBUL 10120 Clothing Allowance for Enlisted Personnel
2. MCO 10120.34 Clothing and Textiles Requirements Data
3. MCO P10120.28G Individual Clothing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-MISC-2004: Maintain Supply section Individual Distribution Listing (IDL)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring required publications are on hand.

PERFORMANCE STEPS:
1. Validate supply publications requirements.
2. Verify that publications are on-hand or on order.
3. Verify that inventory quantities are sufficient.
4. Coordinate with the unit Administration Section.

REFERENCES:
1. MCO P5600.31_ Marine Corps Publication and Printing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2005: Process Cash Collection Vouchers

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given instances of collections of public funds and all supporting documentation, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all public funds are turned in to the appropriate disbursing officer.

PERFORMANCE STEPS:
1. Prepare required forms.
2. Process collected funds.
3. Obtain required signatures.
4. File completed forms.·
5. Maintain a completed copy of all required forms in the voucher file.
6. Supervise the cash collections and turn-in of funds.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2006: Maintain control of serialized blank forms

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given on-hand stocks of serialized, controlled blank forms, access to an automated system with applicable software, internet connectivity, and references.

STANDARD: Ensuring accurate balances of serialized, controlled blank forms are maintained IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Ensure custodian must be appointed in writing.
2. Inventory serialized controlled blank forms.
3. Register all serialized controlled blank forms in the appropriate logbook.
4. Post receipts and issues in the logbook.
5. Conduct and document results of monthly inventory.
6. Safeguard serialized controlled blank forms.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with appropriate software.

3043-MISC-2007: Analyze Supply Management Reports

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software internet connectivity, and the references.

STANDARD: Ensuring corrective action is taken on all discrepancies.

PERFORMANCE STEPS:
1. Review management documents.
2. Direct corrective action.

REFERENCES:
1. UM 4400-120 Asset Tracking for Logistics Supply System Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2008: Maintain five year file

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a correspondence file, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all files are 100% account for IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Obtain correspondence.
2. Create certificates if applicable.
3. File correspondence.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. SECNAVINST 5216.5 Naval Correspondence Manual
3. SECNAVINST M-5210.1 Records Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2001: Process Cash Sales for Government Property

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a cash sale for Government property, required documentation, and the references.

STANDARD: Ensuring accountable cash sales documents are completed and accountable records are adjusted.

PERFORMANCE STEPS:
1. Review the references.
2. Process appropriate transactions for all sales of Government property.
3. Maintain completed transactions and required forms in the voucher file.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2002: Review Table of Organization and Equipment Change Request (TOECR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a change of allowance, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring requests are submitted IAW MCO 5311.1.

PERFORMANCE STEPS:
1. Review request.
2. Forward request.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software

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3043-PRAC-2003: Challenge inaccurate allowance data

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document authorizing the change of allowance, access to an automated system with applicable software and internet connectivity, the unit's Table of Organization and Equipment (TO&E), and the references.

STANDARD: Ensuring allowance discrepancies are addressed and resolved IAW MCO 5311.1_.

PERFORMANCE STEPS:
1. Review the document indicating that an allowance is to be changed.
2. Review the TO&E to ensure that an allowance is to be changed.
3. Prepare a TO&E challenge for discrepant conditions, citing supporting source documentation.
4. Take appropriate follow-up action until challenge is resolved.
5. Review the TO&E.

6. Search for supporting documentation for allowance changes.
7. Submit TO&E challenge for discrepant condition.
8. Take appropriate follow-up action until challenge is resolved.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2004: Supervise maintenance of the property control document

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the organic property listing, documentation supporting changes of on-hand (O/H) and allowance quantities, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring O/H and allowance quantities are correct IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Reconcile allowances.
2. Reconcile Property Control Documents.
3. Note all discrepancies.
4. Supervise corrective action.
5. Facilitate monthly reconciliation with maintenance.

REFERENCES:
1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO 3000.11_ Marine Corps Automated Readiness Evaluation System (MARES)
3. MCO 5311.1_ Total Force Structure Process (TFSP)
4. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)
5. MCO P4400.150_ Consumer Level Supply Policy Manual
6. MCO P4790.6 MIMMS Depot Users Manual
7. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
8. UM 4400-120 Asset Tracking for Logistics Supply System Manual
9. UM 4400-124 SASSY Using Unit Procedures
10. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2005: Monitor adjustment transactions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, internet connectivity, property control documents supporting documentation, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
1. Review automated supply system history files.
2. Conduct causative research.
3. Provide narrative justification.
4. Conduct corrective actions.
5. Validate Money Value Gain/Loss notices and supporting documentation.
6. Maintain audit trail.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2006: Maintain Money Value Gain/Loss (MVGL) notice reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Money Value Gain/Loss (MVGLs) notices, the voucher file, access to an automated system with applicable software internet connectivity, and the references.

STANDARD: Ensuring certification and retention IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Review the MVGLs.
2. Provide narrative justification as necessary.
3. File MVGLs in the voucher file.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2007: Audit sub-custody reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the sub-custody records, supporting documentation, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring 100% accuracy IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Review the acceptance and appointment letters for time lines.
2. Validate adjustments.
3. Verify initials and signatures.
4. Verify dates.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2008: Maintain Marine Corps Small Arms Report

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Crane report, record of changes in weapons custody, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring 100% accountability of all CRANE reportable assets.

PERFORMANCE STEPS:
1. Validate Crane report.
2. Report all discrepancies.
3. Obtain appropriate signatures.
4. Report all changes in weapons custody to NAVSURFWARCENDIV as they occur.

REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
3. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2009: Process Missing, Lost, Stolen, Recovered (MLSR) property report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate situation of missing, lost, stolen or recovered government property, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring 100% identification of all assets IAW MCO 5530.14_.

PERFORMANCE STEPS:
1. Determine if an MLSR is required.
2. Submit the appropriate MLSR.
3. Maintain MLSRs in the correspondence files/voucher file, as appropriate.
4. Follow up on all pending MLSRs.

REFERENCES:
1. MCO 4340.1_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
2. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2010: Process letters of unserviceable property (LUP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, internet connectivity, access to mechanized accounting files, and the references.

STANDARD: Ensuring proper disposal of assets and adjustment of the property records.

PERFORMANCE STEPS:
1. Ensure property is disposed of in accordance with the LUP letter.
2. Adjust the balance files as required.
3. Maintain LUP in voucher file.

REFERENCES:
1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2011: Review requests for Table of Organization and equipment (TO&E) Changes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a change of allowance, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring requests are accurate and submitted through the chain of command.

PERFORMANCE STEPS:
1. Validate the allowance quantity.
2. Validate justification for change of allowance.
3. Direct corrective action.
4. Forward request for TO&E change via chain of command.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software

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3043-PRAC-2012: Review allowance data

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document authorizing the change of allowance, the unit's
Table of Organization and Equipment (T/O&E), property control document,
special allowances, command adjustments authorization, type II authorization,
access to an automated system with applicable software, internet connectivity,
and the references.

STANDARD: Ensuring allowance data is 100% accurate.

PERFORMANCE STEPS:
1. Review documents.
2. Validate supporting documentation.
3. Review the T/O&E to ensure that the allowance has been changed.
4. Prepare a T/O&E challenge for discrepant condition.
5. Prepare a T/O&E challenge for discrepant condition.
6. Take appropriate follow-up action.

REFERENCES:
1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2013: Manage the property control document

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the property listing, Table of Organization and Equipment (T/O&E), documentation supporting changes of on-hand and allowance quantities, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring on hand and allowance quantities are 100% accurate.

PERFORMANCE STEPS:
1. Monitor allowances.
2. Supervise reconciliation of property control documents.
3. Validate all changes to on-hand quantities.
4. Ensure Supply Officer initials for all changes.
5. Ensure monthly reconciliation with maintenance is conducted.

REFERENCES:
1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO 3000.11_ Marine Corps Automated Readiness Evaluation System (MARES)
3. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4790.6 MIMMS Depot Users Manual
6. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
7. UM 4400-123 FMF SASSY Management Unit Procedures
8. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2014: Coordinate transfer of equipment

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given authorization, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring assets are transferred IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Validate on-hand assets.
2. Ensure excess equipment is reported to higher headquarters.
3. Request disposition instructions for all excess items via WOLPH as required for controlled items.
4. Ensure the transfer of equipment is conducted upon receipt of instructions.
5. Direct appropriate transactions to adjust the records.

REFERENCES:
1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.82_ Regulated/Controlled Item Management Manual
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2015: Supervise disposal transactions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given serviceable and unserviceable excess, Letters of Unserviceable Property (LUP), supporting documentation material, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring proper disposal of all serviceable and unserviceable items.

PERFORMANCE STEPS:
1. Validate material.
2. Direct induction of disposal transactions.
3. Verify items are disposed.
4. Maintain disposal documentation.

REFERENCES:
1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO P4400.82_ Regulated/Controlled Item Management Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures
7. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:
  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2016: Supervise rollback process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given excess material, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring all serviceable excess material is returned to the appropriate source.

PERFORMANCE STEPS:
1. Review serviceable excess.
2. Ensure appropriate transactions are inducted.
3. Ensure documentation is maintained.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2017: Manage the annual physical inventory

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given property control documents, unit operating stock list, and access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all accountable records and adjustments are properly justified, documented and retained IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Generate report.
2. Perform location verification.
3. Monitor the inventory.
4. Compare all inventory counts to balance records.
5. Identify discrepancies.
6. Conduct causative research.
7. Ensure adjustment transactions are inducted.
8. Submit the results to the commanding officer.
9. Maintain the voucher files.

REFERENCES:
1. MCO 4400.170 Control and Accounting for Petroleum and Related Products
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2018: Audit the voucher file

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed adjustment documents, supporting documentations, access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring adjustment documents and supporting documentation are filed in the proper sequence.

PERFORMANCE STEPS:
1. Review a history file.
2. Supervise reconciliation.
3. Identify discrepancies.
4. Ensure corrective action is taken.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2019: Supervise the maintenance of the sub-custody record

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain automated custody records, the property control document, CMRs, interim custody receipts, access to an

automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring accurate custody records are maintained for all equipment listed on the Property Control Documents.

PERFORMANCE STEPS:
1. Ensure quarterly reconciliations are conducted.
2. Submit requests for investigation as needed.
3. Verify corrective actions taken.

REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software

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3043-PRAC-2020: Review reports of investigation files

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed reports of investigation, the voucher file, the appropriate property records, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring required supply actions identified in the investigation are completed.

PERFORMANCE STEPS:
1. Review investigation results.
2. Take all actions as directed.
3. Draft the required supply officer's certification endorsement.
4. File all completed investigations.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2021: Supervise Marine Corps Small Arms Report submission

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Crane report, record of changes in weapons custody, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all weapon serial numbers and all changes in the report are accurate.

PERFORMANCE STEPS:
1. Supervise validation of Crane Report.
2. Verify the accountable officer's signature.
3. Supervise the submittal of crane report.

REFERENCES:
1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

 EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2022: Supervise Missing, Lost, Stolen, Recovered (MLSR) property reporting

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software , internet connectivity, and the references.

STANDARD: Ensuring that MLSRs are initiated, updated and finalized.

PERFORMANCE STEPS:
1. Validate if a MLSR is required.
2. Supervise the submission of MLSRs.
3. Supervise follow-ups of all pending MLSRs.
4. Ensure filing of all MLSRs.

REFERENCES:
1. MCO 4340.1_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)

2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2023: Prepare equipment custody record (ECR) card

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to establish a temporary custody record, ECR cards, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring temporary loans are properly documented and maintained.

PERFORMANCE STEPS:
1. Prepare the ECR cards.
2. Monitor ECR cards to ensure item is returned on schedule.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with appropriate software.

3043-PRAC-2024: Request conversion of planned allowances to actual allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given planned allowances on the Table of Organization and Equipment (T/O&E), the receipt of corresponding force-fed equipment, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring allowances are converted.

PERFORMANCE STEPS:
1. Validate planned allowances.
2. Submit planned to actual allowance.
3. Conduct appropriate follow-up actions.

REFERENCES:
1. MCO 4400.172A T/E Allowance Change Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PSEF-2001: Maintain personal effects control

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a morning report, inventory forms, a secured area, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring proper disposition and accountability IAW MCO P4050.38_.

PERFORMANCE STEPS:
1. Identify personnel separated from their personal effects.
2. Establish case files.
3. Store personal effects in secure areas.
4. Dispose of personal effects as required.
5. Return personal effects to individuals no longer separated as required.
6. Update case files/logbook entries.

REFERENCES:
1. MCO 4050.38D Personal Effects and Baggage Manual (Nov 09)
2. MCO P3040.4 Marine Corps Casualty Procedures Manual

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with appropriate software.

3043-PSEF-2002: Supervise personal effects control procedures

EVALUATION-CODED: YES   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a morning report, inventory forms, a secured area, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring proper disposition and accountability of personal effects.

PERFORMANCE STEPS:
1. Ensure proper procedures are established.
2. Ensure case files are established for individuals separated from their personal effects as required.
3. Verify personal effects are stored and secured.
4. Ensure final disposition is accomplished.

REFERENCES:
1. MCO 4050.38D Personal Effects and Baggage Manual (Nov 09)
2. MCO P3040.4 Marine Corps Casualty Procedures Manual

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RATS-2001: Manage Packaged Operational Rations (POR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to account for POR's and appropriate forms, miscellaneous adjustment transactions, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring proper storage and 100% accountability IAW MCO 10110.40_.

PERFORMANCE STEPS:
1. Account for PORs.
2. Maintain appropriate documentation.
3. Coordinate stored POR veterinary inspections as required.

REFERENCES:
1. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2001: Validate requisitions

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies and equipment, a requisition management reports, item master list, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring transactions are processed IAW UM 4400-124.

PERFORMANCE STEPS:
1. Validate all required information.
2. Validate tech data/load change requests as required.
3. Ensure corrective action is initiated as required.
4. Ensure requisition is submitted.
5. Review requisition management reports.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

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3043-REQS-2002: Manage reconciliation of customer demands

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report, maintenance reports, access to an automated system with applicable software ,internet connectivity, and the references.

STANDARD: Ensuring all customer demands are active in the supply system and that follow-ups are submitted IAW UM 4400-124.

PERFORMANCE STEPS:
1. Publish schedule reconciliations.

2. Ensure appropriate action has been completed.
3. Report results to supervisor.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

 EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2003: Review management reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To determine the causes for discrepancies, trends and determine corrective action IAW UM 4400-124.

PERFORMANCE STEPS:
1. Validate errors.
2. Annotate corrective actions.
3. Validate corrective actions.
4. Validate corrected transactions processed.
5. File reports.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

 EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2004: Supervise requisition management report

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies and equipment, item master list, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all requisitions and transactions have posted IAW UM 4400-124.

PERFORMANCE STEPS:
1. Monitor all required information submitted.
2. Monitor tech data/load change requests as required.
3. Ensure corrective action is initiated as required.
4. Ensure requisition is submitted.
5. Review requisition management reports.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2005: Supervise customer reconciliations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report, maintenance reports, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To ensure all discrepancies are identified and corrective action is taken.

PERFORMANCE STEPS:
1. Ensure reconciliations with sections are conducted.
2. Review the discrepancies identified from the reconciliation.
3. Ensure corrective action has been completed.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2006: Supervise the Material Obligation Validation (MOV)/Backorder Validation (BOV)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the MOV/BOV listing, a requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all pending requisitions are valid IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Ensure reconciliation is conducted.
2. Ensure results are submitted.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2007: Process a Supply Discrepancy Report (SDR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure appropriate action is taken.

PERFORMANCE STEPS:
1. Determine the type of discrepancy.
2. Determine distribution of SDR.
3. Prepare the SDR
4. Submit the SDR.
5. Retain SDR.
6. Take appropriate actions.

REFERENCES:
1. DLA Handbook DLA Handbook
2. SECNAVINST 4355.18A Reporting of Supply Discrepancies (Jan 99)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2008: Process Using Unit Material Obligation Validation (MOV)/Backorder Validation (BOV)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the MOV/BOV listing, a requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all pending requisitions are valid IAW MCO P4400.150_.

PERFORMANCE STEPS:
1. Reconcile the requisition management report with MOV/BOV listing.
2. Identify all requisitions requiring MOV/BOV cycle.
3. Forward all inductions to the intermediate level supply for action.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2009: Process maintenance part request for supply held items

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to repair/replace components of and items stored in the supply warehouse, a maintenance order, maintenance part request, SL-3/4, Field Manuals (FM) (as applicable), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure correct item is ordered and received.

PERFORMANCE STEPS:
1. Identify required parts/components.

2. Ensure maintenance order is established.
3. Supervise preparation of maintenance part request.
4. Supervise induction maintenance part request into update.
5. Monitor status until completed.

REFERENCES:
1. TM 4700-15/1_ Ground Equipment Record Procedures
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2010: Process open purchase requests

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GCPC card, access to PR Builder, approved open purchase request document, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring purchases are made in compliance IAW MCO 7300-21.

PERFORMANCE STEPS:
1. Obtain authority to use GCPC card with set limitations by unit or activity or submit via PR Builder.
2. Validate and research as required.
3. Ensure GCPC/PR Builder purchase request documents are approved by appropriate authority.
4. Purchase the approved item.
5. Receipt for supplies.
6. Distribute as required.
7. Obtain signature from recipient verifying that they received the requested items.
8. Load nonexpendable items on property records as required or usage transactions.
9. Validate and reconcile monthly statement.

REFERENCES:
1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. MCO P7100.8_ Field Budget Guidance Manual
3. NAVMC 2664 Financial Guidebook for Commanders

SUPPORT REQUIREMENTS:

. **EQUIPMENT:** Computer with internet connectivity and appropriate software.

3043-RFID-2001: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system, internet connectivity, and the references.

STANDARD: To determine nodal history of assets in the distribution pipeline.

PERFORMANCE STEPS:
1. Log into ITV system.
2. Use given information to locate asset within the ITV system.
3. Verify the summary of the nodal history of asset in distribution pipeline.

REFERENCES:
1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

. **EQUIPMENT:** Computer with internet connectivity.

3043-RIPT-2001: Process commercial vendor reparables

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disposition instructions from the source of supply, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring secondary reparables repaired by a commercial vendor are monitored IAW UM 4400-123.

PERFORMANCE STEPS:
1. Validate new recommended I/R reorder change printout.
2. Validate excesses and actual on-hand.
3. Review pending Due and Status File.
4. Process MRP assets (FTE).
5. Redistribute or dispose of and process as directed.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with appropriate software.

3043-RIPT-2002: Maintain the Reparable Issue Point (RIP) Consolidated Asset Listing (CAL)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring all reparable assets are loaded to the CAL.

PERFORMANCE STEPS:
1. Conduct annual allowance recomputation.
2. Reconcile CAL and allowance with authorize allowance listing.
3. Correct allowance disparities.
4. Reconcile on-hand/due assets with authorized allowance.
5. Initiate action to correct excesses/deficiencies.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RIPT-2003: Maintain Reparable Issue Point (RIP) maintenance demands list

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring maintenance part requests are maintained current and reflect assets in the maintenance cycle.

PERFORMANCE STEPS:
1. Verify maintenance part requirements.
2. Correct discrepancies.
3. Conduct reconciliation with the Intermediate Maintenance Activity (IMA) representatives.
4. Correct IMA discrepancies.
5. Update maintenance reports as required.

REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

   EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RIPT-2004: Conduct customer backorder reconciliations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a customer with maintenance records status files, the Customer Backorder Listing (CBL), access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring customer requirements are validated.

PERFORMANCE STEPS:
1. Reconcile pending backorder on the Daily Process Report (DPR) with CBL.
2. Identify disparities.
3. Initiate corrective action.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-RIPT-2005: Maintain the Reparable Issue Point (RIP) assets and records

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Reparable Issue Point (RIP) secondary reparables, personal computer based computer system, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To validate and record stockade requirements.

PERFORMANCE STEPS:
1. Accurately plan and budget for all reparables as required.
2. Reconcile the authorized secondary reparables on-hand/due from maintenance with the total allowance quantities reflected on the maintenance float Consolidated Asset Listing (CAL).
3. Review the recommended buy list.
4. Induct requisitions for secondary reparables.
5. Process receipts of secondary reparables from all sources.
6. Review the demands list.
7. Take corrective actions as required.
8. Establish subissue points as required.
9. Conduct annual recomputation of allowances for secondary reparables.
10. Validate all dues from IMA.
11. Process requests for disposition instruction.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RIPT-2006: Verify all Low Density (LD) requirements

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supply management reports, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all Low Density items meet the criteria IAW MCO 4400.151.

PERFORMANCE STEPS:
1. Validate all low density items as required.
2. Take action to correct noted discrepancies.
3. Assign appropriate requirement codes and maintain associated logbook.

REFERENCES:
1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

  EQUIPMENT: Computer with internet connectivity and appropriate software.

GROUND SUPPLY T&R MANUAL

CHAPTER 8

MOS 3051 INDIVIDUAL EVENTS

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MOS 3051 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter includes all individual training events for the Warehouse Clerk. An individual event is an event that a trained Marine in the Warehouse Clerk MOS (3051) would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailors individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

8001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

    a. Field one. Each event starts with 3051, indicating that the event is for MOS 3051, Warehouse Clerk.

    b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

Code	Description	Example
FAEQ	Facilities and Equipment	3051-FAEQ-XXXX
IMAT	Issuing Material	3051-IMAT-XXXX
INVT	Inventory	3051-INVT-XXXX
LOCS	Location System	3051-LOCS-XXXX
OPFN	Operations Functions	3051-OPFN-XXXX
QCNT	Quality Control	3051-QCNT-XXXX
PSEF	Personal Effects	3051-PSEF-XXXX

    c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

8002.   INDEX OF INDIVIDUAL EVENTS

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8003. 1000-LEVEL EVENTS

3051-FAEQ-1001: Operate Material Handling Equipment (MHE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: In order to operate a MHE the individual must have a valid stateside drivers license in order to obtain an approved MHE operator permit.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, PPE, MHE, and the references.

STANDARD: Without injury or damage to property, equipment or personnel.

PERFORMANCE STEPS:
1. Perform PMCS.
2. Maneuver MHE within area of operation.
3. Utilize ground guides, when required.
4. Embark supplies.
5. Disembark supplies, when required.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. Manufacturer's Technical Instructions and Publications

3051-FAEQ-1002: Identify pest control requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a functioning warehouse and the reference.

STANDARD: Ensuring pest infestation and vegetation is adequately controlled.

PERFORMANCE STEPS:
1. Inspect warehouse.
2. Identify discrepancies
3. Control vegetation.
4. Ensure adequate land drainage.
5. Report noted discrepancies to supervisor.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

SUPPORT REQUIREMENTS:

 EQUIPMENT: As required.

3051-IMAT-1001: Prepare Sub-Custody Receipt

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software and the references.

STANDARD: To ensure accountability of equipment.

PERFORMANCE STEPS:
1. Verify authorization.
2. Input required information in the automated system.
3. Prepare documentation.
4. Print sub-custody receipt.
5. Obtain responsible individuals signature.
6. Provide a copy of receipt to responsible individual.
7. File original receipt(s).

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3051-IMAT-1002: Perform check in/out procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given TO&E, issue request form, sub custody file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: In order to account for all organizational property.

PERFORMANCE STEPS:
1. Verify identification card.
2. Verify check in/out sheet.
3. Check sub custody receipt.
4. Inspect equipment.
5. Process of equipment.
6. Adjust automated records.

REFERENCES:
1. UM 4400-124 SASSY Using Unit Procedures
2. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3051-IMAT-1003: Prepare individual issue form

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, and the references.

STANDARD: In order to account for all organizational property.

PERFORMANCE STEPS:
1. Verify form.
2. Verify customer receipt.
3. Update automated system, as required.
4. File form.

REFERENCES:
1. UM 4400-124 SASSY Using Unit Procedures
2. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3051-IMAT-1004: Issue supplies and equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This task addresses issue procedures as they apply to units.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an automated system with applicable software, and the references.

STANDARD: Ensuring accountability of issued equipment.

PERFORMANCE STEPS:
1. Process documentation.
2. Process equipment.
3. Verify authorization letter, when applicable.
4. File documentation.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3051-INVT-1001: Perform location consolidation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a locator file, a requirement to move equipment, and the references.

STANDARD: Reducing multiple locations, when applicable.

PERFORMANCE STEPS:
1. Enter item instance number or NIIN/NSN.
2. Verify locations.
3. Consolidate item(s).
4. Adjust quantities.
5. Activate location.
6. Inactivate empty location(s).

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-INVT-1002: Perform inventory procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an inventory requirement, a storage area, materials, location print out and the references.

STANDARD: To ensure accountability of assets.

PERFORMANCE STEPS:
1. Care in storage of materials.
2. Perform location verification.
3. Create location, when applicable.
4. Consolidate location(s), when applicable.
5. Conduct site counts.
6. Maintain SL-3, when applicable.
7. Report results.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

3051-LOCS-1001: Maintain documents

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: The following forms will be maintained but not limited to:
personal effects forms, NAVMC 1348-_, NAVMC 1149, warehouse control card
(NAVMC 10849), Individual Issue form, and sub-custody cards.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an automated system with applicable
software, and the references.

STANDARD: To ensure accountability.

PERFORMANCE STEPS:
1. Determine required form(s).
2. Process form(s).
3. File form(s).
4. Reconcile documents, as needed.

REFERENCES:
1. MCO P4450.7_ Marine Corps Warehousing Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

3051-OPFN-1001: Process equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This task applies to unit serviceable, unserviceable, rollback equipment, and secondary repairable.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment and the reference.

STANDARD: Ensuring proper receipt, storage, and transfer of equipment.

PERFORMANCE STEPS:
1. Process items.
2. Validate equipment, when applicable.
3. Obtain approval, when applicable.
4. Segregate items.
5. Verify status, when applicable.
6. File documentation.

REFERENCES:
1. MCO P4790.2_ MIMMS Field Procedures Manual

3051-PSEF-1001: Safeguard personal effects

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Documentation required for this task would include at a minimum a morning report, inventory board letter, and required forms.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software and the references.

STANDARD: To ensure all policies and procedures are adhered to.

PERFORMANCE STEPS:
1. Identify status of personnel.
2. Obtain required documentation.
3. Process personal property.
4. Update status, as required.
5. Execute disposition.
6. Maintain files.

REFERENCES:
1. MCO P3040.4 Marine Corps Casualty Procedures Manual
2. MCO P4050.38_ Personal Effects and Baggage Manual

3051-QCNT-1001: Maintain hazardous material

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a plano-graph, storage facility, safety equipment, MHE, and the references.

STANDARD: Ensuring proper storage to minimize mishaps.

PERFORMANCE STEPS:
1. Process materials.
2. Segregate materials.
3. Store segregated materials.

REFERENCES:
1. DOD 6055.1 DOD Occupational Safety and Health (OSH) Program
2. DOD 4145.19-R-1 Storage and Material Handling
3. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
4. MCO P4450.12 Storage and Handling of Hazardous Materials

3051-QCNT-1002: Perform outdoor storage procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an area, materials, MHE, and the references.

STANDARD: Maintaining serviceability of equipment.

PERFORMANCE STEPS:
1. Identify items.
2. Preserve equipment, when applicable.
3. Protect preserved items.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
3. MCO P4450.12 Storage and Handling of Hazardous Materials

8004. 2000-LEVEL EVENTS

3051-FAEQ-2001: Supervise inspection on storage facility

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a functioning storage facility and the references.

STANDARD: Ensuring facility is maintained.

PERFORMANCE STEPS:
1. Supervise security.
2. Ensure assets are functional.
3. Ensure safety.
4. Report discrepancies.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-FAEQ-2002: Supervise Material Handling Equipment (MHE)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: In order to operate a MHE the individual must have a valid stateside drivers license in order to obtain an approved MHE operator permit.

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: To sustain meantime between failure.

PERFORMANCE STEPS:
1. Develop Preventative Maintenance Checks and Services schedule.
2. Ensure safety.
3. Identify deficiencies.
4. Initiate corrective action.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. Manufacturer's Technical Instructions and Publications

3051-FAEQ-2003: Create warehouse planograph

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given building measurements, fire regulations, graph paper, and the references.

STANDARD: To show the utilization of all space.

PERFORMANCE STEPS:
1. Determine measurements.
2. Create layout.
3. Post the plan.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4450.7_ Marine Corps Warehousing Manual

3051-FAEQ-2004: Manage storage facilities inspections

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: To report deficiencies.

PERFORMANCE STEPS:
1. Establish security measures.
2. Manage facilities.
3. Establish movement of materials and equipment.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-FAEQ-2005: Manage material handling equipment (MHE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring all policies are adhered to.

PERFORMANCE STEPS:
1. Analyze requirements.
2. Enforce regulations.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. Manufacturer's Technical Instructions and Publications

3051-IMAT-2001: Supervise equipment issue

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to an automated system with applicable software, and the references.

STANDARD: Ensuring accountability of issued equipment.

PERFORMANCE STEPS:
1. Monitor equipment issue.
2. Verify completeness of required forms.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-IMAT-2002: Conduct reconciliation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event encompasses all unit reconciliation(s).

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents and the references.

STANDARD: Ensuring accountability.

PERFORMANCE STEPS:
1. Review documentations.
2. Report discrepancy.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

3051-INVT-2001: Manage inventory

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring accountability of assets and all procedures are followed.

PERFORMANCE STEPS:
1. Plan workflow.
2. Monitor inventory assets.
3. Report results.
4. Maintain records.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. SECNAVINST 5216.5 Naval Correspondence Manual

3051-INVT-2002: Supervise issue of individual equipment

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring accountability of equipment.

PERFORMANCE STEPS:
1. Oversee equipment issue.
2. Substantiate completeness of required forms

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

3051-INVT-2003: Supervise personal effects

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software and the references.

STANDARD: To ensure all policies and procedures are adhered to.

PERFORMANCE STEPS:
1. Review status of personnel.
2. Coordinate disposition.
3. Review documentation.

REFERENCES:
1. MCO 4050.38D Personal Effects and Baggage Manual (Nov 09)
2. MCO P3040.4 Marine Corps Casualty Procedures Manual

3051-LOCS-2001: Supervise inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring accountability of assets.

PERFORMANCE STEPS:
1. Monitor care in storage.
2. Validate location verification.
3. Validate location creation, when applicable.

4. Consolidate location(s), when applicable.
5. Monitor site counts.
6. Maintain SL-3, when applicable.
7. Report results.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

3051-LOCS-2002: Supervise deployment procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, required materials, material handling equipment (MHE), and the references.

STANDARD: Ensuring equipment and materials are prepared for deployment.

PERFORMANCE STEPS:
1. Identify equipment and materials.
2. Supervise marking, when applicable.

REFERENCES:
1. MCO P4450.7_ Marine Corps Warehousing Manual
2. MCRP 4-11.3D The Naval Beach Group

3051-LOCS-2003: Establish field warehouse

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, materials, equipment, personnel, and the references.

STANDARD: To maintain materials and equipment required by the mission.

PERFORMANCE STEPS:
1. Determine requirements.

2. Recommend locations.
3. Review Access routes.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2001: Supervise document preparation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The following forms will be maintained but not limited to: personal effects forms, NAVMC 1348-_, NAVMC 1149, warehouse control card (NAVMC 10849), Individual Issue form, and sub-custody cards.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an automated system with applicable software, and the references.

STANDARD: To ensure accountability.

PERFORMANCE STEPS:
1. Review form(s).
2. Reconcile documents, as needed.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

3051-OPFN-2002: Supervise warehouse safety program

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, facilities, and the references.

STANDARD: Reducing mishaps.

PERFORMANCE STEPS:
1. Establish programs.
2. Conduct continuous training.

3. Ensure use of PPE.
4. Report mishaps.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2003: Supervise warehouse security procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, storage facility, and the references.

STANDARD: Preventing theft or loss of material.

PERFORMANCE STEPS:
1. Review security requirements.
2. Update procedures, as required.
3. Enforce security procedures.
4. Report deficiencies or violations.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2004: Maintain warehouse publications

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the reference.

STANDARD: Ensuring publications are current and available.

PERFORMANCE STEPS:
1. Acquire publications.
2. Incorporate changes, as required.
3. Update publication, as required.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual

3051-OPFN-2005: Verify stock denials

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

DESCRIPTION: This event applies to intermediate level supply.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Reducing erroneous losses.

PERFORMANCE STEPS:
1. Identify denial.
2. Conduct causative research.
3. Report results.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-OPFN-2006: Supervise warehouse modernization procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a warehouse, storage areas, modernization plans, modernization procedures, equipment requirements, and the references.

STANDARD: To completely eliminate outdated standards of business.

PERFORMANCE STEPS:
1. Review warehouse modernization plan.
2. Observe warehouse modernization procedures.
3. Coordinate changes as required.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO 4450.10_ Storage and Warehousing Equipment Modernization Planning and Programming
3. MCO 4450.7_ Warehousing Manual

3051-OPFN-2007: Manage deployment/redeployment block

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, supplies, containers, and the references.

STANDARD: Supporting unit requirements.

PERFORMANCE STEPS:
1. Receive requirement(s).
2. Manage process.
3. Build block.
4. Execute rollback.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. FMFM 4-1 Combat Service Support Operations
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. MCRP 4-11.3D The Naval Beach Group

3051-OPFN-2008: Prepare sustainment block for issue

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, supplies, containers, and the references.

STANDARD: Supporting mission requirements.

PERFORMANCE STEPS:
1. Receive requirement(s).
2. Build sustainment block.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. FMFM 4-1 Combat Service Support Operations
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. MCRP 4-11.3D The Naval Beach Group

3051-OPFN-2009:   Manage warehouse security areas

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**:   12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Providing controlled environment to prevent pilferage.

PERFORMANCE STEPS:
1. Determine requirements.
2. Identify physical security measures.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2010:   Supervise warehouse security areas

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**:   12 months

DESCRIPTION: This task would include any administrative documents and letters.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Providing controlled environment to prevent pilferage.

PERFORMANCE STEPS:
1. Supervise procedures.
2. Enforce regulations.
3. Report discrepancies.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2011:   Supervise training of supply personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**:   12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references.

STANDARD: To ensure all personnel are provided continuous training at designated intervals.

PERFORMANCE STEPS:
1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine on-the-job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training, by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCES:
1. MCO 1510.73 Individual Training Standards for OccField 30XX
2. MCO 1553.3A Unit Training Management (UTM)
3. MCO 1610.12 United States Marine Corps Counseling Program
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
6. NAVMC 1553.1 Systems Approach to Training Users Guide
7. SECNAVINST 5216.5 Naval Correspondence Manual
8. SECNAVINST M-5210.1 Records Management Manual
9. UM 4400-123 FMF SASSY Management Unit Procedures
10. UM 4400-124 SASSY Using Unit Procedures
11. UM 4400-15 Marine Corps User Manual (Organic Property Control)
12. UM 4400-60 Materiel Returns Program

3051-OPFN-2012: Develop supply support plans for combat service support

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, priorities, and the references.

STANDARD: Providing logistical assistance.

PERFORMANCE STEPS:
1. Review the references.
2. Review the operation plan.
3. Evaluate the supportability of the operation plan and make recommendations as required.
4. Review support priorities as established by higher echelons.
5. Coordinate supply plan with available resources and higher echelons.
6. Establish guidelines in support of supply plan for issue, storage and transportation of all classes of supplies, as required.
7. Ensure compliance with the references, mission objective, and concept of operations.

REFERENCES:
1. FMFM 4-1 Combat Service Support Operations
2. Local SOP Local Standard Operating Procedures
3. MCO 4400.16_ Uniform Material Movement and Issue Priority System

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3051-QCNT-2001: Supervise maintenance part request for supply held items

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task applies to the repairable issue point (RIP).

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring all assets requiring repair are inducted into the maintenance cycle.

PERFORMANCE STEPS:
1. Identify required parts/components.
2. Ensure a maintenance order is established.
3. Submit maintenance part request.
4. Monitor status.

REFERENCES:
1. TM 4700-15/1_ Ground Equipment Record Procedures
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

3051-RECM-2001: Supervise receiving operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Accounting for all inbound parts and equipment.

PERFORMANCE STEPS:
1. Review receipt procedures.
2. Review accuracy of receipts.
3. Take corrective action.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-RECM-2002: Supervise shipping operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Accounting for all outbound parts and equipment.

PERFORMANCE STEPS:
1. Inspect packing.
2. Review documentation.
3. Ship parts and equipment.

REFERENCES:
1. MCO P4030.21D Packaging of Materiel - Packing (Dec 99)
2. UM 4400-123 FMF SASSY Management Unit Procedures

3051-RECM-2003: Manage receiving operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring accountability for all inbound parts and equipment.

PERFORMANCE STEPS:
1. Manage process.
2. Manage personnel.

REFERENCES:
1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-RECM-2004: Manage shipping operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring accountability for all outbound parts and equipment.

PERFORMANCE STEPS:
1. Manage process.
2. Manage personnel.

REFERENCES:
1. MCO P4030.21D Packaging of Materiel - Packing (Dec 99)
2. MIL-STD-129 Military Marking for Shipment and Storage
3. UM 4400-123 FMF SASSY Management Unit Procedures

GROUND SUPPLY T&R MANUAL

CHAPTER 9

MOS 3052 INDIVIDUAL EVENTS

GROUND SUPPLY T&R MANUAL

CHAPTER 9

MOS 3052 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter includes all individual training events for the Packaging Specialist. An individual event is an event that a trained Packaging Specialist (3052) would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailors individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

9001. EVENT CODING

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 3052, indicating that the event is for MOS 3052, Packaging Specialist.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

Code	Description	Example
ADMN	Administrations	3052-ADMN-XXXX
CNTM	Planning	3052-CNTM-XXXX
FAEQ	Facilities and Equipment	3052-FAEQ-XXXX
FISC	Fiscal	3052-FISC-XXXX
MPCK	Material Packing	3052-MPCK-XXXX
MTTP	Material Preservation and Packaging	3052-MTTP-XXXX
OPFN	Operations Functions	3052-OPFN-XXXX
PSHP	Preparing Shipments	3052-PSHP-XXXX
QCNT	Quality Control	3052-QCNT-XXXX
RECM	Receiving Material	3052-RECM-XXXX
RECV	Receiving	3052-RECV-XXXX
RFID	Radio Frequency identification	3052-RFID-XXXX
SOPS	Security Operations	3052-SOPS-XXXX
STDR	Storage and Distribution	3052-STDR-XXXX
SUPT	Support Operations	3052-SUPT-XXXX
WOPS	Warehouse Operations	3052-WOPS-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

9002. INDEX OF INDIVIDUAL EVENTS

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9003. **1000-LEVEL EVENTS**

3052-ADMN-1001: Implement Wood Packaging Material (WPM) program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, training, wood and stamp.

STANDARD: To prevent the spread of disease during international transport.

PERFORMANCE STEPS:
1. Obtain Certification.
2. Maintain recordkeeping.
3. Conduct inventory.
4. Submit usage report.
5. Conduct auditing.
6. Conduct inspection.

REFERENCES:
1. DoD 4140.01-M-1 Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)

3052-FAEQ-1001: Operate automated Material Handling Equipment (MHE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, supplies and equipment requiring movement, MHE and the manufacturer's operating instructions.

STANDARD: To ensure the successful transfer of material from one location to another with no damage to government property.

PERFORMANCE STEPS:
1. Perform operator checks on MHE.
2. Embark supplies on MHE.
3. Negotiate warehouse area with MHE.
4. Disembark supplies from MHE.
5. Perform first echelon maintenance on MHE.
6. Log all MHE mileage.

REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
3. MCO P4450.12 Storage and Handling of Hazardous Materials
4. MCO P4450.7_ Marine Corps Warehousing Manual
5. Manufacturer's Technical Instructions and Publications

3052-MTPP-1001: Perform disassembly of components for preservation and packaging

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and items requiring disassemble, or partial disassembly.

STANDARD: To where disassembly can be easily done without special tools or skills.

PERFORMANCE STEPS:
1. Select the cleaning process to be used.
2. Wear the appropriate safety equipment.
3. Clean the item to meet the six basic cleaning requirements.
4. Perform appropriate cleaning.

REFERENCES:
1. MCO P4030.31_ Packing of Material, Preservation
2. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1002: Perform cleaning process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and items requiring cleaning.

STANDARD: To meet all cleaning requirements of table G-1.

PERFORMANCE STEPS:
1. Select the cleaning process.
2. Wear appropriate safety equipment.
3. Perform appropriate cleaning Test.

REFERENCES:
1. MCO P4030.31_ Packing of Material, Preservation
2. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation and Packaging and Packing
   Facility

3052-MTPP-1003: Perform drying methods

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items cleaned with solvent, and a compressed
air machine.

STANDARD: To ensure that all items pass the applicable drying inspection
requirements of table G-1, MIL-STD-2073-1E.

PERFORMANCE STEPS:
1. Wear appropriate safety equipment.
2. Identify types of drying methods.
3. Apply appropriate method.

REFERENCES:
1. MCO P4030.31_ Packing of Material, Preservation

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation and Packaging and Packing
   Facility.

3052-MTPP-1004: Perform appropriate method of preservation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items to be preserved and packaged.

STANDARD: To ensure items are protected from damage.

PERFORMANCE STEPS:
1. Select appropriate method.
2. Wear appropriate safety equipment.
3. Conduct preservation.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel-Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation and Packaging and Packing
   Facility.

3052-MTPP-1005: Perform levels of packaging

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items requiring packaging, required tools
and materials.

STANDARD: To protect items against physical damage and deterioration.

PERFORMANCE STEPS:
1. Determine type of packing.
2. Determine the materials needed.
3. Perform level of packaging.
4. Inspect for compliance.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel-Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing
   Facility.

3052-MTPP-1006: Perform electrostatic discharge packaging

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items to be packed, working area and materials.

STANDARD: To prevent the buildup of static charge.

PERFORMANCE STEPS:
1. Wear appropriate safety equipment.
2. Pack gear.
3. Inspect final product.

REFERENCES:
1. MIL STD 1686C Electrostatic Discharge Control Program
2. TI 4400-15/1 Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1007: Fabricate case liner

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, and barrier materials for packaging.

STANDARD: To ensure items are properly packed.

PERFORMANCE STEPS:
1. Wear appropriate safety equipment.
2. Inspect case liner to ensure compliance.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel-Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1008: Prepare protective barriers

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the item that is ready to be placed into a container.

STANDARD: To counteract exposure to elements of the environment.

PERFORMANCE STEPS:
1. Wear appropriate safety equipment.
2. Select barrier to be used.
3. Seal barrier material.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1009: Install cushioning in the shipping container

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an item and materials.

STANDARD: To prevent damage and deterioration during storage or shipment.

PERFORMANCE STEPS:
1. Determine cushioning requirements.
2. Cushion item.
3. Inspect item to ensure compliance with the standard.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel-Packing
2. MIL Handbook 304C Package Cushioning Design
3. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing
   Facility.

3052-MTPP-1010: Fabricate an interior shroud

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an item and material.

STANDARD: To prevent damage and deterioration during storage or shipment.

PERFORMANCE STEPS:
1. Cushion or pad item.
2. Select the material.
3. Inspect shroud.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing
   Facility.

3052-MTPP-1011: Design blocking/bracing

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, materials and containers.

STANDARD: To prevent any free movement of the item.

PERFORMANCE STEPS:
1. Determine load requirement.
2. Install block and/or brace.

REFERENCES:
1. MCO P4030.21D Packaging of Materiel - Packing (Dec 99)

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1012: Waterproof shipping containers

EVALUATION-CODED: NO　　　　　　**SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, and material.

STANDARD: To prevent water damage.

PERFORMANCE STEPS:
1. Select the barrier material.
2. Seal the case liner or wraps.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1013: Seal fiberboard shipping containers

EVALUATION-CODED: NO　　　　　　**SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, containers and sealant.

STANDARD: To prevent moisture and pilferage.

PERFORMANCE STEPS:
1. Select material.
2. Apply adhesive tape.
3. Staple as required.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1014: Mark container

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, equipment, and container.

STANDARD: To accurately identify contents ensuring it reaches a destination.

PERFORMANCE STEPS:
1. Obtain documentation.
2. Apply information.
3. Perform quality assurance.

REFERENCES:
1. MIL STD 2073.1C Standard Practice for Military Packing
2. MIL-STD-129 Military Marking for Shipment and Storage

SUPPORT REQUIREMENTS:

   EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

9004. 2000-LEVEL EVENTS

3052-CNTM-2001: Design wood container

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference and a description of equipment.

STANDARD: To provide maximum protection at minimum cost.

PERFORMANCE STEPS:
1. Inspect equipment.
2. Determine packing requirements.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing
3. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
4. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing
  Facility.

3052-CNTM-2002: Construct wooden base

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, required materials, tools, and equipment.

STANDARD: To transport large items without injury to personnel or damage to
equipment.

PERFORMANCE STEPS:
1. Determine pallet dimensions.
2. Select materials.
3. Inspect pallet.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-CNTM-2003: Supervise container manufacturing operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, access to container manufacturing area, and personnel constructing containers.

STANDARD: To ensure the container is properly fabricated and all required documentation is complete.

PERFORMANCE STEPS:
1. Observe container manufacturing operation.
2. Ensure all personnel wear appropriate safety equipment.
3. Verify constructed containers meet customer specification.
4. Initiate corrective action as required.
5. Complete and file all required documentation.
6. File all required documentation.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-FAEQ-2001: Supervise safety program

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, and safety order.

STANDARD: To ensure compliance with all safety guidelines.

PERFORMANCE STEPS:
1. Implement accident prevention programs.
2. Ensure emergency evacuation plan is established.
3. Enforce safety regulations.

REFERENCES:
1. CFR 49 Code of Federal Regulations Parts 100-185 - Transportation
2. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
    (Apr 94)

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing
  Facility.

3052-MPCK-2001: Manage material packaging for shipment or storage

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, an item to be preserved, packaged and
packed.

STANDARD: To ensure accountability of all items.

PERFORMANCE STEPS:
1. Verify how item will be packed.
2. Verify packaging material required.
3. Verify item for packing.
4. Inspect packed item.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing
  Facility.

3052-MTPP-2001: Preserve motor vehicles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, a motor vehicle, tools and equipment.

STANDARD: To prepare vehicle for preservation and transportation in accordance with MIL STD 3003.

PERFORMANCE STEPS:
1. Inspect motor vehicle.
2. Determine level of protection.
3. Apply level of protection.
4. Conduct inspection.

REFERENCES:
1. MIL-STD 3003 ATPD 2241 Vehicle Preservation

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-2002: Preserve/package motor vehicle collateral equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, equipment, tools and materials.

STANDARD: To ensure equipment is preserved and packed IAW MIL STD 3003.

PERFORMANCE STEPS:
1. Inspect collateral equipment.
2. Preserve and package.
3. Inspect completed work.

REFERENCES:
1. MIL-STD 2073.1_ Standard Practice for Military Packaging
2. MIL-STD 3003 ATPD 2241 Vehicle Preservation

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-OPFN-2001: Supervise operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3052

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the local SOP, personnel, equipment and materials.

STANDARD: To ensure procedures and processes are performed to meet packaging requirements.

PERFORMANCE STEPS:
1. Determine mission requirements.
2. Assign workflow.
3. Apply appropriate section support.
4. Coordinate with supporting establishments.

REFERENCES:
1. MCO P4030.21_ Packaging of Materiel - Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MCRP 4-11.3 G Unit Embarkation Handbooks
4. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

  EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-RECM-2001: Prepare hazardous materials for shipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

MOS PERFORMING: 3052

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and certifier.

STANDARD: To ensure all hazardous materials are prepared for shipment according to applicable Department of Transportation (DOT) Regulations.

PERFORMANCE STEPS:
1. Identify hazardous material.
2. Package hazardous materials.
3. Certify hazardous materials.

REFERENCES:
1. CFR 49 Code of Federal Regulations Parts 100-185 - Transportation
2. IATA International Air Transportation Association
3. IMDG International Maritime Dangerous Goods Code
4. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments

GROUND SUPPLY T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ADMN . . . . Administrative
AMMO . . . . Ammunition
CNTM . . . . Container Manufacturing
COPS . . . . Contracting Operations
CSS . . . . Combat Service Support
CSSO . . . . Combat Service Support Operations
FAEQ . . . . Facilities and Equipment
FISC . . . . Fiscal
IMAT . . . . Issuing Material
INVG . . . . Investigations
INVT . . . . Inventory
ISS . . . . Intermediate Supply Support
ISSO . . . . Intermediate Supply Support Operations
ISSU . . . . Issue Property and Material
ISTC . . . . Intermediate Stock Control
ISTR . . . . Intermediate Storage
LOCS . . . . Location System
MISC . . . . Miscellaneous Procedures
MPCK . . . . Material Packaging
MTPP . . . . Material Preservation and Packaging
OPFN . . . . Operations Functions
PRAC . . . . Property Accounting
PSEF . . . . Personal Effects
PSHP . . . . Preparation for Shipment Functions
QCNT . . . . Quality Control
RATS . . . . Rations
RECM . . . . Receiving Materiel
RECV . . . . Receiving Operations
REQS . . . . Requisitioning
RFID . . . . Radio Frequency Identification
RIPT . . . . Reparable Issue Point
SOPS . . . . Supply Operations
STDR . . . . Storage and Distribution
SUPT . . . . Supply Support
TRNG . . . . Training
WOPS . . . . Supply Warehouse Operations

GROUND SUPPLY T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

Assessment - An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize, or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event - A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team, or unit performance, and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective, or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack, may accomplish a collective event, or it may be executed by an individual to accomplish a unit mission; such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS) - Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Percentage (CRP) - The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Component Events - Component events are the major tasks involved in accomplishing a collective event. Listing these tasks guide Marines toward the accomplishment of the event, and help evaluators determine if the task has been done to standard. These events may be lower-level collective or individual events that must be accomplished.

Condition - The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where, and why the event or task will occur, and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Capabilities - Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans, doctrine, and established tactics, techniques, and procedures.

Core Plus Skills - Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-level training is designed to make Marines proficient in core skills in a specific billet, or at a specified rank at the Combat Ready level. 3000-8000-level training produces combat leaders, and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions, and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

Core Skills - Core skills are those essential basic skills that "make" a Marine, and qualify that Marine for an MOS. They are the 1000-level skills introduced in entry-level training at formal schools and refined in operational units.

D

Defense Readiness Reporting System (DRRS) - A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

E

E-Coded Event - An "E-Coded" event is a collective T&R event that is a noted indicator of capability, or a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value, and used to calculate a unit's CRP.

Evaluation - Evaluation is a continuous process that occurs at all echelons, during every phase of training, and can be both formal, and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training) - An event is a significant training occurrence that is identified, expanded, and used as a building block, and potential milestone for a unit's training. An event may include formal evaluations. (2) An event within the T&R Program can be an individual training evolution, a collective training evolution, or both. Through T&R events, the unit commander ensures that individual Marines, and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component - The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

I

Individual Readiness - The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

Individual Training - Training that applies to individual Marines. Examples include rifle qualifications and HMMWV driver licensing.

Individual Training Standards (ITS) - Specifies training tasks and standards for each MOS or specialty within the Marine Corps. In most cases, once an MOS or community develops a T&R, the ITS order will be cancelled. However, most communities will probably fold a large portion of their ITS into their new T&R manual.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

Marine Corps Ground Training and Readiness (T&R) Program - The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and

above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s) - A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R manual; all events in the T&R manual support a MET.

Mission Essential Task List (METL) - Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R manual, is developed using Marine Corps doctrine, Operational Plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards.
Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance step - Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a unit Marine must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure. (May necessitate identification of supporting steps, procedures, or actions in outline form.) Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

Prerequisite Event - Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DoD) - Readiness is the ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant

commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training - Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-coded simulator events based on assessment of relative training event performance.

Standard - A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training - Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT) - An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task - This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Training Plan - Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified period of time.

U

Unit CRP - Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Training Management (UTM) - Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

APPENDIX C

REFERENCES

Department of Defense Directive (DODD)
DoD 4145.19-R-1   Storage and Material Handling
DOD 4500.9-R   Defense Transportation Regulation Part II (Cargo Movement)
DoD 7000.14   DoD Financial Management Regulation (DODFMR)

Joint Publications (JPs)
JOIINT PUB 3-0   Joint Doctrine for Joint Operations
JOINT PUB 3-02.2 Joint publication for amphibious operations
JOINT PUB 5-03.1 Joint Operational and Execution System

Secretary of the Navy Instructions
SECNAVINST M-5210.1 Records Management Manual
SECNAVINST 5216.5   Naval Correspondence Manual
SECNAVINST 5500.4   MLSR Reporting

Marine Corps Orders
MCO P1020.34G
MCO 1553.3A   Unit Training Management (UTM)
MCO 2410.2_   Electromagnetic Environmental Effects (E3) Control Program
MCO 3000.11_   Marine Corps Ground Equipment Resources Reporting
MCO 3000.18   Marine Corps Planner's Manual
MCO P3040.4   Marine Corps Casualty Procedures Manual
MCO 4000.51B   Automatic Identification Technology (AIT)
MCO P4030.21D   Packaging of material
MCO P4050.38C   Personal Effects and Baggage Manual
MCO 4400.16_   Uniform Materiel Movement and Issue Priority System
MCO P4400.76   DSSC Manual
MCO P4400.82F   Regulated/Controlled Item Management Manual
MCO P4400.150_   Consumer-Level Supply Policy Manual
MCO P4400.151   INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
MCO 4400.170   Control and Accounting for Petroleum and Related Products
MCO 4420.4_   DOD activity address directory
MCO P4450.7_   Marine Corps Warehousing Manual
MCO P4450.12   Storage and Handling of Hazardous Materials
MCO 4790.2_   MIMMS Field procedures manual
MCO 5000.14   Marine Corps Administrative Procedures (MCAP)
MCO P5090.2A   Environmental Compliance and Protection Manual
MCO 5104.3A   Marine Corps Radiation Safety Program
MCO 5311.1C   Total Force Structure Process (TFSP)
MCO P5600.31G   Marine Corps Publications and Printing Regulations
MCO P7000.14   Marine Corps Cost Factor Manual
MCO P7100.8K   Field Budget Guidance Manual
MCO P7300.21   Marine Corps Financial Execution Standard Operating
                  Procedure Manual
MCO P7301.104   Accounting Under the Appropriations "Military Personnel,
                  Marine Corps" and "Reserve Personnel, Marine Corps"
MCO 8011.4   USMC T/A CLASS V (W) MATERIAL (PEACETIME)

MCO 8020.10	USMC Ammo & Explosives Safety Policy
MCO 8300.1C	Marine Corps Serialized Control of Small Arms System
MCO 10110.40B	Policy for Requisition, Issue, and Control of PORs
MCO P10110.14	Food Service SOP
MCO P10120.28G	Individual Clothing Regulations

Marine Corps Warfighting Publications (MCWPs)

MCWP 3-32	(FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
MCWP 4-1	Logistics Operations
MCWP 4-11	Tactical-Level Logistics
MCWP 4-11.1	Health Service Support Operations
MCWP 4-11.7	MAGTF Supply Operations
MCWP 4-12	Operational-Level Logistics

Marine Corps Reference Publications

MCRP 4-11.8	Food Service Reference
MCRP 3-0A	Unit Training Management Guide (Nov 96)
MCRP 3-0B	How to Conduct Training (Nov 96)
MCRP 5-12	Organization of Marine Corps Forces
MCRP 5-2A	Operational Terms and Graphics

NAVMC Directives

NAVMC DIR 3500.109
NAVMC DIR 5100.8   Marine Corps Occupational Safety and Health Program Manual

Technical Manuals

TI 4400-15/1	Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
TI-5104-15/2	Special Handling of Tritium Fire Control Instruments
TM 4700-15/1	Marine Corps Ground Equipment Record Procedures
TM 9406-15	Grounding Procedures for Electromagnetic Interference Control and Safety (Aug 91)
TM 9999-15/1	ESD Awareness Electro-Static Discharge
TM 9999-15/2	Electro-Static Discharge (ESD) Management

User's Manuals

UM 4400-15	Marine Corps User Manual (Organic Property Control)
UM 4400-60	Material Returns Program
UM 4400-120	Asset Tracking for Logistics Supply System Manual
UM 4400-123	FMF SASSY Management Unit Procedures
UM 4400-124	SASSY Using Unit Procedures Manual
UM-4790-5	MIMMS-AIS Field Maintenance Procedures

Miscellaneous

OH 4-1 Combat Service Support Operations
OPNAV 5530.14 Physical Security and Loss Prevention
MARADMIN 009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED FORCES
CFR Title 10 Title 10 Code of Federal Regulations
CFR Title 29 Occupational Safety and Health Standards for General Industry
CFR 49 Transportation
CMC DCI RFID -- RFID Implementation Plan
RFID ITV -- ITV Server Guide
RFID OPS RFID Operations Guide

RFID USER'S GUIDE RFID Radio Frequency In-Transit Visibility (RF-ITV) User's
Guide
FM 101-5 Staff Organization and Operations
FMFM 4-1 Combat Service Support Operations
DFARS Defense Federal Acquisition Regulation Supplement
FAR Federal Acquisition Regulation
MAPS Marine Corps Acquisition Procedures Supplement
NMCARS Navy Marine Corps Acquisition Regulation Supplement
NAVCOMP 2664 Financial Guidebook for Commanders
MCBUL 10110 Annual Meal Rates Bulletin
MCBUL 10120 Clothing Allowance for Enlisted Personnel